CHAPTER 32

DEGRADED OPERATIONS

Section 32A—CHAPTER SUMMARY AND ORGANIZATION

32.1. Chapter Summary. This chapter explains actions taken when the ILS-S system (in whole or in part) is temporarily inoperative or when other circumstances impose significant limitations on normal processing capabilities. Computer outages, wartime priorities, and normal offline processing constraints require procedures tailored to ensure continued support of each base's mission and workload. Therefore, supply activities must be prepared in advance to make transitions to alternate organizational structures and to modify normal processing when the need to do so arises. This chapter offers guidance toward transitioning to alternate organizational structures and processing methods. The following sections provide guidance for convening special management teams and for delegating responsibilities. They also explain ways to maximize online computer time (when possible), to reduce the flow of documentation, and to make transitions to alternate processing sites (when necessary).

32.1.1. Organization. This chapter is divided into 5 sections: **Section 32A** (this section); **Section 32B**, Manual Accounting during Degraded Operations; **Section 32C**, Wartime Reports Processing; **Section 32D**, Contingency Planning; and **Section 32E**, Manual Spares Accounting in an Expeditionary Environment.

32.1.2. Relationship to Other Chapters/References. **Section 32B** (Manual Accounting during Degraded Operations) was entirely rewritten as a result of an HQ USAF/A4LM directed workshop that involved members from every major command (and the GLSC). The other sections in this chapter (that is, sections 32C, 32D, and 32E) were not reviewed during the workshop (however these sections were renumbered to accommodate the inclusion of the new **Section 32B**). **Section 32C**, **Section 32D**, and **Section 32E** are retained to provide guidance as needed. The information in **Section 32B** takes precedence over information in these other sections and other references in Volume 2, Part 2.

Section 32B—MANUAL ACCOUNTING DURING DEGRADED OPERATIONS

32.2. Section Overview . Degraded operations refer to conditions where automated systems are inoperative or when other circumstances impose significant limitations on normal processing capabilities. Base retail supply support operations are degraded when supply automated systems are not accessible or are down temporarily due to power failure, loss of connectivity, environmental condition, hardware/software problems, or during normal offline periods (end-of-day, end-of-year). This section explains the essential supply processes that must be performed in the event the ILS-S system (in whole or in part) is not available; describes manual accounting procedures used during degraded operations; and provides an organizational structure to be used during ILS-S system downtimes. This section has application to all the following: Global Logistics Support Center (GLSC) Supply Chain Operation Groups (SCOGs), Logistics Readiness Squadrons (LRS), satellite supply accounts, and all assigned or attached activities that maintain records on or receive support from the ILS-S.

32.2.1. Scope. This section specifically addresses a form of manual accounting called “post-post” where transactions are posted/input to automated systems after the actions are performed (such as the movement of material prior to the processing and updating of the automated record).

32.2.2. Complex Environment. Supply support systems (both automated and organizational) have become increasingly complex. A fully operational ILS-S is dependent upon the internet, GCSS-AF

Integration Framework (which includes the AF Portal), and the individual components of the ILS-S (SBSS, ES-S, and the AFSCDB). Limited or no availability to any one or more of these systems may affect normal supply support operations. Supply operations (both at base and SCOG level) must be prepared to transition to post-post operations on a very short notice. Several scenarios that may drive supply activities into post-post operations are described in **Attachment 32B-1**. The extent of system unavailability will influence decisions on the extent of the processes to be performed and the application of technology used to perform them.

NOTE: Deployed units that do not have connectivity to ILS-S will use post-post procedures. However, local conditions will dictate what processes are supported and recovery options utilized. Many processes will be performed by the GLSC/SCOG and therefore do not apply, in whole or in part, to deployed units. More information on supply support to deployed units can be found in **Section 32E** (this chapter) and in AFMAN 23-110, Volume 2, Part 2, Chapter 26.

32.2.3. Post-Post Operations. Post-post operations will be tailored to each situation based on mission requirements. As soon as the need for post-post operations becomes apparent the senior supply commander/manager will advise customers that their supply support may be limited. NOTE: The LRS CC/AO and SCOG CC are responsible for Base Retail Materiel Management operations; however the term "senior supply commander/manager" is used throughout this section to identify the supply authority (which is usually the LRS CC/AO and SCOG/CC).

32.2.3.1. Transaction Processing. UND A issues and MICAP reportable transactions (e.g., back-orders, shipments, receipts, and due-out releases of MICAP items) will be accepted and processed during all post-post operations. All other transactions will be processed on a case by case basis (normally based on mission impact) with close coordination between the LRS, SCOG, and the sources of supply. If the scenario extends beyond 72 hours, then the senior supply commander will lead a daily assessment of the situation and adjust the type of transactions accepted and processed as needed to support mission requirements. For example, requests for RSP replenishment, single point failure, or UND Bs may be accepted; additional receipts and turn-ins processed; etc. Supply activities should not expect to process all supply transactions during post-post operations (even if the operation extends for an extraordinary length of time).

32.2.3.2. Supplier Capabilities. The capabilities of suppliers must be considered, that is, if suppliers are in a degraded mode then significant limitations on transaction processing may need to be applied to base retail support (regardless of the availability of retail supply systems).

32.3. Organizational Changes and Responsibilities.

32.3.1. Organizational Changes. A Post-Post Control Team (PPCT) will be activated when directed by the senior supply commander/manager in response to planned/unplanned system outages. The PPCT will be activated at both base and GLSC/SCOG level (when applicable). The senior supply commander/manager will ensure the MAJCOM/A4R is advised when the PPCT is activated. **NOTE:** Throughout this document, SCOG implies LRS if the squadron is not yet supported by a SCOG. For instance, if the document directs a SCOG responsibility then a non-supported base assumes the responsibility.

32.3.1.1. Post-Post Control Team Chief (PPCTC). The PPCT will be headed by a PPCTC appointed in writing by the senior supply commander/manager. A qualified SNCO is normally appointed as the PPCTC however, the senior supply commander/manager may designate a knowledgeable NCO.

32.3.1.2. Duration. If a planned outage is projected to last less than 24 hours, the senior supply commander/manager can elect not to formally activate the PPCT. However, in this instance, procedures must be in place to ensure applicable transactions are accepted and subsequently processed as soon as possible after the system becomes available. If the outage (planned or unplanned) is projected to be more than 24 hours, then post-post operations will be declared and the PPCT will be activated. **NOTE:** Normal week-ends and holidays accompanied by limited activity may be excluded (that is, a PPCT is not mandated under these situations).

32.3.1.3. Exercises. Post-post exercises (simulating at least 24 hours in duration so the PPCT is activated) will be conducted at least every 6 months. Exercises will be coordinated with and involve the supporting SCOG(s), if regionalized. The senior supply commander/manager will ensure that different scenarios are practiced at reasonable intervals; that is, limiting all exercises to the scenario where the SBSS is down and all other systems are available is not acceptable because other systems (like ES-S and/or the AFSCDB) may be impacted/down also. **NOTE:** Exercises directed by AF/A4LM, end-of-year closeout, and real world outages (exceeding 24 hours in duration) may be counted as a local post-post exercises.

32.3.1.4. Training. Post-post policy and procedures will be incorporated into the squadron training program. Immediate supervisors and the Squadron Training Section will ensure personnel are adequately trained in post-post processes and procedures associated with their respective duties.

32.3.2. PPCTC Responsibilities.

32.3.2.1. Ensure supply operations are prepared for post-post operations. The PPCTC will ensure computer products (reports/listing/data files) are downloaded and stored (via accessible means) on a routine basis to ensure up to date supply information is available when needed to support post-post operations. The PPCTC will notify the senior supply commander/manager of any problems with processing that may impact the availability of up to date computer products. See **Attachment 32B-2** for the data required to support post-post operations.

32.3.2.2. Activate the PPCT. The PPCTC will activate the PPCT when directed by the senior supply commander/manager. PPCT activation at the base level is normally accompanied by PPCT activation at the SCOG level (and possibly vice-versa). The PPCTC at the SCOG will provide oversight and guidance to the PPCTC at base level, as needed. **NOTE:** The PPCTCs at each level must maintain close coordination throughout the post-post operation and during recovery. Bases with activities managed by another SCOG (a.k.a., Organization Management) will coordinate with each SCOG as needed.

32.3.2.3. Ensure PPCT has proper representation. The PPCTC will ensure the PPCT is composed of members with experience and knowledge in some or all of the following functional areas (as required for LRS/SCOG support): customer service call in points (i.e. demand processing/aircraft parts store), stock control, receiving, flight-line service center, records maintenance, mission support, computer operations, document control, inventory, and research. The minimum grade requirement for team members will be a SrA or equivalent task certified for their designated PPCT responsibilities. Exceptions to this (e.g. for training) may be authorized by the LRS CC/AO or equivalent.

NOTE: Each applicable section does not require formal membership on the team as long as the functional knowledge area is well represented.

32.3.2.4. Ensure ILS-S is configured to support post-post operations. The PPCTC will **c**oordinate with SCOG Computer Operations/Functional Systems Management to ensure ILS-S is properly configured to support post-post operations and recovery.

32.3.2.5. Allocate all document numbers and requisition numbers. The PPCTC is responsible for ensuring document number allocations are made before and during post-post operations. The PPCTC will coordinate with the SCOG and/or the QA/Compliance function for assignment of control numbers for requisition, issue, and shipments. **NOTE:** If ES-S is available then requisition document numbers can be controlled within ES-S (using the 8000 series). If ES-S is not available then the 9000 series document numbers must be allocated accordingly (IAW with Chapter 9, Attachment 9B-5). Document numbers for off-line maintenance issue requests will be assigned IAW Chapter 11 (that is, 8000-8999 for IMDS CDB and 9000-9499 for CAMS-FM). Off-line document numbers for shipment or other needs will be assigned and controlled to prevent duplication of document numbers.

32.3.2.6. Establish connectivity to Suppliers. The PPCTC at the SCOG will determine the method/mode of communicating with suppliers. If connectivity to DLA Transaction Services (DLATS, formerly DAAS) is available then outgoing transactions can be forwarded in legacy (e.g., MILS) format. If connectivity to DLATS is not available then alternate forms of communication must be used, to include telephone/fax. **NOTE:** MICAP transactions can be communicated via telephone/fax regardless of the availability of DLATS.

32.3.2.6.1. Manual submission through ES-S to DLATS. ES-S provides a direct interface to DLATS that can be used to submit transactions directly to DLATS for subsequent routing when the normal SIFS/ADRSS processes are not available but ES-S is available. ES-S will not derive any field values or edits for transactions submitted through this method so all values must be entered IAW the applicable transaction format. Users must be authorized privileges against the “FBDAAS” DoDAAC in ES-S (“FBDAAS” is internal to ES-S, it is not a “real” DoDAAC for use in any other system). Transactions can be forwarded to DLATS using either the General Purpose or Batch Processing capabilities.

32.3.2.6.1.1. Single transactions. Single transactions can be input through the ES-S general purpose screen. The General Purpose processing capability must also be assigned. “FBDAAS” must be selected first and then ES-S will allow any transaction image to be entered. Upon submission the image will be placed into the ES-S DLATS queue for forwarding to DLATS. The A0_Direct and AM_Direct screens can also be used to format and submit requisition (A0A) or modifier (AMA) transactions (the other forms of the A0x/AMx, like A0B are not supported by these screens). The A0x/AMx transactions must be authorized to use these screens.

32.3.2.6.1.2. Multiple transactions. Transactions can also be submitted directly to DLATS as part of a batch. “DAAS” must be appended to the beginning of each transaction being sent directly to DLATS (that is, use “DAAS” in lieu of a specific 4 position base SRAN in each image in the .txt file being used to batch process transactions). Users are authorized to submit batches through ES-S to DLATS when they have the “FBDAAS” DoDAAC and the Batch capability assigned. See Chapter 27 of the ES-S User’s Manual for more information on batch transaction processing.

32.3.2.6.2. Other avenues. When normal SIF/ADRSS processing and ES-S are not available then transactions must be forwarded to DLATS through other avenues. If internet access is still available then either a WEB REQ or DAMES account with DLATS can be used. These options are briefly discussed on the DLATS website: https://www.transactionservices.dla.mil/daashome/homepage.asp (scroll to the bottom and click on WEBREQ or DAMES). Both of these options require the establishment of individual accounts with DLATS. The PPCTC will designate individual(s) to request/maintain WEB REQ or DAMES accounts so the account(s) will be available if/when needed. NOTE: DAMES is a PC application so approval may be needed to load to a local computer. DAMES also supports connectivity via modem so it could be used if the base LAN is unavailable (assuming telephones are still available).

32.3.2.7. Set-up a distribution system. The PPCTC will set-up a distribution system to make certain all Post-Post documents are available for quality control.

32.3.2.8. Consolidate Transactions. The PPCTC will make certain all post-post transactions are forwarded to the PPCT and quality controlled before building recovery files. Establish times for consolidating data daily.

32.3.2.9. Establish cutoff time for recovery of Post-Post transactions. The PPCTC will establish cut-off time for post-post transactions before coming on-line. This will ensure that all transactions are merged and quality controlled by the PPCT before building the recovery files.

32.3.2.10. Sequence transactions. The PPCTC will ensure transactions are sequenced for recovery. Sequencing must be precise to avoid rejects. See **Attachment 32B-4** for the post-post backlog processing sequence.

32.3.2.11. Determine recovery processing mode. The PPCTC will determine whether ES-S batch transaction processing or pseudo processing will be used for recovery. ES-S batch transaction processing is preferred and should be used if available. However, ES-S batch files must be limited to 250 images or less. Larger files must be broken down or processed through pseudo. **Attachment 32B-3** provides examples of transaction images formatted for processing through the ES-S batch function.

32.3.2.12. Oversee recovery processing. The PPCTC will oversee the recovery process. Coordinate backlog transaction processing with other PPCTs, when applicable (i.e., LRS, SCOG, and/or satellite PPCTs). Ensure all post-post transactions are processed and all rejects cleared before resuming online processing.

32.3.2.13. Keep senior leaders informed. The PPCTC will ensure the senior supply commander/manager, flight chiefs, and MAJCOM are informed regarding the status of post-post operations.

32.3.2.14. Document major events and problems. The PPCTC will document major events and problems that occur during post-post operations. Brief the Commander about these events/problems and recommend solutions.

32.3.2.15. Coordinate and resolve procedural matters. The PPCTC will coordinate and help resolve procedural matters between the PPCT and the various flight/elements within the supply activities.

32.3.3. Logistics Manager/Operations Officer.

32.3.3.1. Monitor account operations during post-post operations. The Logistics Manager/Operations Officer will monitor account operations during actual post-post operations and analyze for

weaknesses in knowledge of the supply functions, manpower use, organizational coordination, reject management, and customer responsiveness. Ensure personnel needing additional supply training are identified. Brief the senior supply commander/manager and flight chiefs concerning findings.

32.3.3.2. Inform senior leaders of system problems. The Logistics Manager/Operations Officer will inform the senior supply commander/manager when the automated supply systems go down due to site problems (power failure, environmental conditions, etc.), or hardware problems. Provide the senior supply commander/manager an estimated length of time he/she can expect the system to be down.

32.3.4. Flight Chiefs.

32.3.4.1. Assign personnel to PPCT. When requested, Flight Chiefs will make every effort to support personnel requests for the PPCT. Coordinate team membership with the PPCTC.

32.3.4.2. Ensure familiarity with post-post operations. Flight Chiefs will make certain that supply personnel in their own flight are familiar with post-post procedures and that appropriate training is provided.

32.3.4.3. Ensure critical functions are covered. Flight Chiefs will rotate personnel to ensure critical functional areas are supported during post-post operations. Critical areas include Customer Service (Demand Processing, Research, Records Maintenance), Mission Support, Requisitioning, Asset Management (Receiving and Storage Operations), Flight-line Service Center, and Distribution.

32.3.5. PPCT Members.

32.3.5.1. Monitor compliance. PPCT members will monitor compliance with post-post procedures.

32.3.5.2. Assist with problem identification and resolution. PPCT members will meet with the PPCTC as required to discuss the post-post operation status and resolve problems as they are identified.

32.3.5.3. Ensure transactions are properly prepared. PPCT members will maintain contact with the PPCTC, flights, sections, and elements to ensure transactions affecting more than one functional area are properly prepared and available for input.

32.3.5.4. Quality Control. PPCT members will review and edit lists of inputs and make any necessary changes to ensure proper quality control. **Attachment 32B-3** provides examples of transaction images formatted for processing through the ES-S batch function. These files can also be used to perform basic quality control of the inputs prior to processing.

32.3.5.5. Ensure transactions are ready for input. PPCT members will make certain that all post-post transactions are available for input when the retail supply systems become operational.

32.3.5.6. Monitor the correction of rejects. PPCT members will monitor the correction of rejects resulting from processing post-post inputs. Ensure all rejects are cleared prior to processing other files.

32.3.6. Functional Area Responsibilities. Post-post operations will be similar to full-up operations at the business process level, but the extent the processes are performed and the application of technology used to perform them will vary depending on the situation. Common responsibilities applicable

to all functional areas are described below. Procedures associated with specific processes are also described below and in referenced attachments.

32.3.6.1. Common Responsibilities (Applicable to All Functional Areas).

32.3.6.1.1. Prepare for Post-Post Operations. Preparations for post-post operations actually begin before automated supply systems go down and before post-post operations commence. Each functional area will ensure they are able to access the computer products (reports/listings/data files) and forms needed to fulfill their primary duties during post-post. Specific data needed during most post-post operations is addressed in **Attachment 32B-2**. **NOTE:** Electronic media may be used instead of physical forms as long as the information contained in the media meets the intent.

32.3.6.1.2. Update Computer Products. Ensure transactions are posted to applicable computer products as the transaction occurs. This will ensure the viability of the computer product throughout the post-post operation.

32.3.6.1.3. Enforce Controls. Operating in a degraded/manual mode does not supersede the need to ensure special handling is enforced. Each functional area will ensure that special handling continues to be applied as warranted. For example, check item record attributes for Controlled Item Codes, Serialized Report Codes, TCTO, NPPC, Suspect, Functional Check, Shelf Life, ESD, and Exception Codes (Issue, Shipment, and Requisition) and apply special handling as required. Place special emphasis on the control of classified items and NWRM.

32.3.6.1.4. Recovery Files. As transactions are made, create transaction images in legacy straight-line (80-320 position) format. Ensure the applicable legacy straight-line format is followed exactly (paying special attention to the system designator and other fields that may be derived via ES-S). Save transactions to a flat file as posting occurs (appending to the file, being careful not to overwrite existing data). **NOTE:** If ES-S is available for recovery processing then ensure the applicable 4 position SRAN is appended to the beginning of each transaction image prior to processing through ES-S batch transaction processing. **Attachment 32B-3** provides examples of transaction images formatted for processing through the ES-S batch function.

32.3.6.1.5. Prepare Auditable Documents. Prepare DD Form 1348-1A to facilitate the movement (issues, shipments, transfers, and releases) of assets during post-post operations. If Asset Management is available then document labels can be used for on-base movements. See **Attachment 32B-5** for more information on the preparation of DD Form 1348-1A.

32.3.6.1.6. Quality Control. Ensure transactions are correctly prepared prior to end of day merge or more often if required. This will avoid unnecessary rejects during recovery processing. Verify data on input images match what is reflected on the reports/accountable documents (for example, NSN, unit of issue, quantity, document number, and system designator match what is reflected on computer products and/or forms such as AF Form 2005 or DD Form 1348-1A).

32.3.6.2. Customer Service/Demand Processing Call-In points. Customer Service/Demand Processing call-in points will accept issue requests and perform research actions based on the situational assessment of the post-post operation. Requirements accepted but not qualifying for processing will be held and input after recovery.

32.3.6.3. Customer Service Research/Records Maintenance. Customer Service Research/ Records maintenance will support the loading of item and support records, as needed, during post-post operations. Requests should be limited to the minimum necessary to accomplish other tasks (for example, new item record loads to support backorders, shipment destination record loads to support evacuation of reparable items, and new organization record loads to support new customers). Transactions will be prepared in legacy straight-line format and processed as part of the post-post recovery. **NOTE:** New Organizational Record loads must be coordinated with finance for a Project Funds Management Record (PFMR) load.

32.3.6.4. Mission Support. Mission Support will continue to accept and process MICAP orders during all terms of post-post. This includes sourcing from other bases accounts even if the ES-S (High Priority Orders component) is not available. All MICAP requisitions will be processed off-line during post-post operations. **Attachment 32B-11** provides guidance on the sourcing process used during post-post operations. **NOTE:** If ES-S is available then MICAP backorders will be entered into the ES-S High Priority Orders database by selecting the Don't Pass ISU to SBSS – Create Record in ES-S Database Only" box on the ISU screen (the ISU TEX 7 image must still be created and added to the recovery file). This will allow the use of ES-S to track the MICAP and even source the asset if other SBSS accounts are unaffected by the outage. If ES-S is not available then the SCOG will determine how MICAP orders will be managed and information disseminated to supported activities.

32.3.6.5. Requisitioning. During post-post operations, all requisitions are processed as offline requisitions. The operational assessment of the post-post operation will determine the items (non-MICAP) authorized offline requisitioning action. During extended periods of downtime, the decision to replenish stock needed to maintain the primary mission weapon system and support equipment may be made. In order to identify replenishment needs as they occur, the PPCTC will ensure a copy (or list) of applicable ISU TEX 6 and ISU TEX 7 (non-MICAP) processed during the post-post operation is provided to Stock Control. Stock Control Requisitioning will create offline requisitions for authorized items using the procedures outlined in chapter 9.

32.3.6.6. Receiving. The operational assessment of the post-post operation will prescribe what receipts will be processed using post-post procedures. Receiving will perform normal receipt actions as outlined in part 2, chapter 10**.** This includes screening incoming receipts for due-out release action. Document distribution areas will be established and control of all items in the receiving area (whether processed or not) will be maintained at all times. A list of all serviceable items held in receiving will be maintained and screened against incoming asset requests (issues, shipments, etc) as requested. **NOTE:** A Due-Out Release (DOR) team may be formed to support the screening of incoming receipts (and turn-ins) for due-out release action.

32.3.6.7. Asset Management (Storage) Operations. Storage Operations will conduct asset availability checks as needed and notify the requestor/call-in points of asset availability. Stock will be processed for issue/release as directed. The operational assessment of the post-post operation will determine if some (or all) stock will be binned.

32.3.6.8. Flight-line Service Center (FSC). The FSC will maintain control of items due-in from maintenance. The FSC will accept and process turn-ins as prescribed by the operational assessment of the post-post operation. Normal in-checking and inspection functions for serviceable turn-ins apply as explained in part 2, chapter 13. Serviceable turn-ins will be screened for due-out release action and reparable items will be evacuated as directed. **NOTE:** A list of serviceable

assets maintained in the FSC should be consolidated with the list of serviceable assets held in Receiving so asset availability can be quickly determined.

32.3.6.9. Customer Service/ Document Control. After recovery is complete, the Document Control function will perform Quality control on all auditable documentation for accuracy. Quality Control standards and procedures outlined in Part 2, Chapter 18 are also applicable to post-post documents. The Document Control function should also establish contact with base transportation to obtain confirmation of outgoing shipments.

32.3.6.10. Compliance/Quality Assurance. The Compliance/Quality Assurance function will oversee the entire post-post process, to include attending and observing transaction recovery. The Compliance/Quality Assurance function will write an After Action report incorporating the inputs from PPCTC and using the report template in **Attachment 32B-6**. A copy of the After Action report will be submitted to MAJCOM A4R no later than 10 working days after completion of recovery.

32.3.6.11. Physical Inventory Control. The section/element responsible for Inventory control will be available to the PPCT for lifting freezes that result from erroneous processing. This section/element will collect and process 1GP notices that result from 290 rejects.

32.3.6.12. Computer Operations/Functional Systems Management. The Computer Operations/ Functional Systems Management function will configure ILS-S to support post-post operations (to include Recovery). Incoming BLAMES processing should be suspended until recovery is complete. Base level interfaces (maintenance, transportation, etc) will be evaluated and disabled if needed. If ES-S is available, set the ES-S Post-Post recovery flag. If ES-S will be used for recovery, assign the ES-S Post-Post Processing capability to users designated by the PPCTC (this capability allows users to process transactions through ES-S while the base is still in the Post-Post recovery mode). **NOTE:** The Post-Post Processing capability can be assigned to PPCT members in advance since it has no impact on normal processing.

32.3.6.13. Other Areas Not Specifically Addressed. Specific scenarios and mission requirements may require the involvement of other functional areas. Other areas that must process supply transactions off-line will do so IAW the applicable chapter in Volume 2, Part 2. Transactions will normally be prepared in legacy straight-line format and processed as part of the post-post recovery. However, if the situation dictates, some transactions may be held and processed individually after recovery is complete. For example, a single equipment transaction that was worked off-line during post-post might be held and processed individually via screen input. The PPCTC will be involved in decisions to withhold certain transactions from recovery. **NOTE:** Degraded operations do not impede physical movement (transfer/deployment) of spares and equipment. Computer products/listings will be used to record transactions and update inventory information as needed. Post-post documents are created to move the assets. Kit deployment/transfers are processed as part of or immediately after system recovery (e.g., transactions that occur at home station prior to kit deployment/ transfer are processed prior to application of the deployment indicator. Transactions occurring at the deployed site are processed after the kit deployment/ transfer has processed).

Section 32C—WARTIME PROCESSING.

32.4. Overview.

32.4.1. Section Summary. This section provides guidance for ADPE processing and performance of functional tasks during wartime. These functional tasks (explained in chapter 2) specifically involve Computer Operations which is responsible for operating schedules and maintaining standards for the control and operation of this equipment. The primary objective of this section is to provide guidelines for making maximum online use of available ADPE and manpower resources to combat missions. (See chapter 2, section 2C, Computer Operations.)

32.4.1.1. Procedures. To accomplish the objectives of wartime processing, the MAJCOMs take the following steps:

32.4.1.2. Authorize the LRS/accountable officer the authority to determine when these procedures are implemented and terminated.

32.4.1.3. Reduce or eliminate functional tasks and ADPE processes not vital to the support of the combat mission.

32.4.1.4. Describe mandatory functional tasks and ADPE processes required to allow the application software to properly function and maintain inventory control. Prescribe those processes also required by DOD or Air Force directives.

32.4.1.5. Provide flexibility that allows tailoring of wartime processing to changing requirements or wartime missions.

32.4.2. Wartime Codes**.**

32.4.2.1. WC. The wartime category code for each SBSS is determined by the LRS/accountable officer or the MAJCOM/A4, based on the wartime tasking and logistical support to be provided to combat units.

Table 32.1. WC Code.

WC	DEFINITION
1	SBSS directly supporting combat units, activities or operations.
2	In-theater SBSS logistically supporting units at category 1 bases (for example, Pacific Logistics Support Center, rearward maintenance bases, MOB supporting COB, or OL).
3	CONUS or safe haven bases logistically preparing units for deployment or logistically supporting deployed units located at category 1 or 2 bases.
4	SBSS not in category 1, 2, or 3. During peacetime, all bases are in category 4.

32.4.2.2. WPC. These mnemonic codes specify the wartime processing requirements or options available for ADPE processing and performance of functional requirements. This code is used in combination with the WC.

Table 32.2. WPC Codes.

WPC	WC	DEFINITION
MAND	1, 2, 3, or 4	Mandatory. Required by SBSS software or regulatory policy or is essential to logistically support combat units.
DLYD	l, 2, or 3	Can be delayed without impairing mission support, inventory control, or violating regulatory policy.
TERM	1, 2, or 3	Can be terminated without impaired mission support, inventory control, or violating regulatory policy.
OPTL	1, 2, or 3	Optional or as required to assist in providing mission support or maintaining inventory control.
NORM	3 or 4	Normal, as during peacetime.

32.4.3. Use of Wartime Codes**.**

32.4.3.1. Wartime ADPE Processing. The ADPE wartime processing matrix is in **Attachment 32C-1**. It includes process identification, WC, and WPC.

32.4.3.2. Wartime Functional Tasks. Functional tasks outlined by chapter 2 may or may not be related to wartime ADPE processing requirements. If related to ADPE processing, the functional task is assigned the same wartime codes as the ADPE process. The wartime codes used in chapter 2, section 2B are limited to WC 1, 2, 3, and WPC DLYD or TERM. If the functional task is not coded, the provisions of chapter 2 will be adhered to during wartime and peacetime. The wartime coding included in chapter 2, section 2B, also applies to the same functional tasks included in chapter 2, section 2C, chapter 2, section 2D, and chapter 2, section 2E.

32.4.4. Preplanning Procedures**.** (MAJCOM/GLSC/LRS).

32.4.4.1. MAJCOM Responsibilities. The MAJCOM, 1) tells the base how to use these procedures and what to do, 2) supplements this section to include WPC for MAJCOM SURGE programs and functional tasks required by MAJCOM supplements, and 3) includes the highest WC which applies to individual SBSS; that is, the highest WC assigned to CONUS SBSS is 3. Overseas SBSSs may be assigned WC 3, 2, or 1.

32.4.4.2. Base Responsibilities.

32.4.4.3. Publish a supplement that specifies ADPE processing and functional tasks for wartime use, to include WC and WPC upgrades, downgrades, implementation, and termination procedures.

32.4.4.4. Coordinate with Accounting and Finance to ensure the following manuals and regulations are reviewed for A&F operations under emergency/ wartime conditions:

32.4.4.5. DFAS-DE 7077.10-M.

32.4.4.6. AFI 10-213.

32.4.4.7. Allow for variables that may cause the WPC to change.

32.4.4.8. Advise base-level supported activities of those ADPE products and functional tasks which will be delayed or terminated during wartime.

32.4.4.9. Ensure that both the host and satellite requirements are satisfied by having the host and satellite SBSS preplan their ADPE wartime processing requirements.

32.4.4.10. Implementation of Wartime Processing.

32.4.4.11. Either the LRS Commander/accountable officer or the MAJCOM/A4 will issue wartime processing implementation instructions when the situation warrants such action.

32.4.4.12. The LRS Commander/accountable officer will advise the parent/tenant MAJCOM/A4 when wartime processing procedures have been implemented. Notify by any means of communication available.

32.4.4.13. Each MAJCOM will determine the MAJCOM/A4 notification procedures to implement wartime processing.

32.4.4.14. Actions after Implementation.

32.4.4.15. Upgrade selected WPC TERM/DYLD processes and functional tasks to NORM when mission support requirements and available resources indicate return to normal processing is possible.

32.4.4.16. Downgrade selected WPC DYLD processes and functional tasks to TERM when mission support and available resources indicate such actions are warranted.

32.4.4.17. Upgrade or downgrade the WC when necessary to ensure compatibility with wartime requirements. Changing the WC usually changes the WPC.

32.4.4.18. Termination of Wartime Processing.

32.4.4.19. The LRS Commander/accountable officer determines the date of the termination of wartime processing procedures and the date of the return to normal processing (WC 4).

32.4.4.20. The parent/tenant MAJCOM/A4 and supported activities are notified of the date of the return to normal processing. **NOTE**: The MAJCOM and the LRS Commander/accountable officer may upgrade or downgrade the WPC as necessary to be compatible with mission support requirements, changing requirements, and available resources. Only the AF PEO BES/HGGG can change the WPC MAND because a software, policy, or regulatory change is required. Optionally, wartime processing requirements and the WPC for MAJCOM and local programs may be included on the AF Form 2011, ADPE Work Request, used to schedule processing of the program. When this option is used, a quick reference list of such programs' corresponding WPC codes will be maintained within Procedures and Analysis for quick dissemination to affected areas.

32.4.5. Recommended Changes**.**

32.4.5.1. Chapter Changes. Forward recommended changes to this chapter to AF PEO BES/HGGG according to chapter 1.

32.4.5.2. Changes to DFAS-DE 7077.10-M. Forward recommended changes to DFAS-DE 7077.10-M (Accounting and Finance) to DFAS-CO), Columbus OH.

Section 32D—CONTINGENCY PLANNING.

32.5. Overview .

32.5.1. Section Summary. This section describes those actions bases may take for non-automated operations when a computer outage occurs due to a natural disaster, sabotage, or a major computer failure. In anticipation of such contingencies, the LRS Commander/accountable officer should develop an ADP contingency plan according to the instructions offered here. The checklist of actions to take during a contingency (**Attachment 32D-1**) can be used in drafting the ADP contingency plan.

32.5.1.1. Reasons for Contingency Planning. When deciding whether to proceed with a contingency plan, consider taking the following actions:

32.5.1.2. Determine how long automated Manual Accounting can be used until the system is reconstituted.

32.5.1.3. Maintain close coordination with the Regional Support Agency (RSA)/Defense Mega Center (DMC) to determine what actions are being taken by them to reestablish computer support.

32.5.1.4. Options.

32.5.1.5. Use manual accounting procedures outlined above.

32.5.1.6. If the contingency appears to be extended beyond manual accounting capability, implement procedures to sustain the primary mission and most of the other base functions until the computer can be repaired or replaced.

32.5.2. Automated Data Processing (ADP) Contingency Plan**.**

32.5.2.1. GLSC/LRS Commander/accountable officer. Must coordinate requirements with the DPC to ensure the DPC has an overall plan to provide computer support at alternate sites. This will include, but not be limited to, off-site storage of tapes and other data considered critical to database recovery. In addition, a supply plan should be developed for internal use.

32.5.2.2. Alternate Site Processing. Review the contingency plan with the DPC. Some actions that should be considered in the plan are:

32.5.2.3. Establish a hotline.

32.5.2.4. Request full-time recovery site support.

32.5.2.5. Schedule block processing times. Time will be needed to process accumulated Manual Accounting transactions, required reports, utility products, and selective inquiries.

32.5.2.6. Preplan SBSS ADS processing time requirements for end-of-month.

32.5.2.7. Ensure the DLATS is notified to route DDN products to the recovery site.

32.5.2.8. Ensure the off-site storage contains a current copy of the IRU tape, SSY$*DUMP$$01UNT1(1) and those files identified in part 4, chapter 2, Alternate Site Processing.

32.5.2.9. Manpower Use. Five special management teams must be established to carry out contingency processing successfully:

32.5.2.10. A contingency management team.

32.5.2.11. A supply command post team.

32.5.2.12. A database recovery team.

32.5.2.13. A document reconstitution team.

32.5.2.14. A technical control team.

32.5.2.15. Most likely, normal automated work will have to be performed manually with reduced manpower, although it may be possible to add to the work force. Extensive overtime cannot be avoided; however, try to keep it to a minimum.

32.5.3. Contingency Management Team**.**

32.5.3.1. Responsibilities. A contingency management team should be established for each shift to identify problems, to provide the LRS/Accountable Officer with at least daily situation assessments and recommendations for operation changes, and to maintain control of overall supply operations. This will be the key management team through-out the exercise/situation.

32.5.3.2. Personnel. The composition of the management team will vary with time, but normally it will include the LRS/Accountable Officer, and representatives from each branch, satellite, supply command post team, Manual Accounting team, due-out release team, reconstitution team, and a field engineer. The initial meeting of the team should focus on assessing the situation and reviewing the contingency plan.

32.5.3.3. Action Indicators. The management team should review various supply indicators to identify problems and trends. Suggested indicators include the following: Receipts processed or to be processed, Rejects, Delinquent documents, MRSP status, Warehouse refusals, Backlogged processing count by TRIC, and Unit status and identity report (UNITREP) data.

32.5.4. Supply Command Post Team**.**

32.5.4.1. Authority. Because the Supply Command Post will be the key operating function during a contingency, its functions and authority must be identified clearly in the contingency plan.

32.5.4.2. Responsibilities. The plan should specify that the Supply Command Post is responsible for the following: Serves as the focal point for messages and problem resolutions. Keeps track of computer recovery. Controls computer processing schedules, backlogs, and related problems. Functions as the primary coordinating agency with the RSA/DMC, and refers major problems to the contingency management team. This will be the duty of the command post team chief.

32.5.5. Data Base Recovery Team**.**

32.5.5.1. Personnel. The CTC should coordinate the move of the recovery team to the recovery site with the RSA/DMC. Once this team is in place, the CTC must make certain that team members receive adequate rest when needed. The SBSS contingency plan should specify an operation of no less than two shifts.

32.5.5.2. Initial Actions. Run Daily Document Register (D04) and the document control records (DCR) for the database reconstitution team, and create a due-out deck for the due-out release team.

32.5.6. Document Reconstitution Team**.**

32.5.6.1. Responsibilities. The primary objectives of reconstitution are to identify, reconstruct, reprocess, and expedite documents affected by the computer destruction. The reconstitution period should not extend beyond 72 hours unless database recovery is not yet complete, that is, if DCCs are not yet available.

32.5.6.2. Personnel. The Document Control Chief will oversee the Document Reconstitution team. This team should have representatives from the following: Repair Cycle Support/RACC, Computer Operations, War Readiness, Receiving, Storage and Issue, Pickup and Delivery, Satellite Accounts, and Fuels.

Section 32E—MANUAL SPARES ACCOUNTING IN EXPEDITIONARY ENVIRONMENT

32.6. Overview. **Section 32E** outlines procedures used by spares package personnel to manually account for materiel until communication links are established. This section defines responsibilities of functional activities and outlines manual processes that must be performed to maintain accurate inventory records and generate necessary re-supply. Manual spares accounting in an expeditionary environment is normally accomplished by Readiness Spares Package (RSP) personnel supporting the Global Logistics Support Center (GLSC.) In these circumstances the senior RSP person will act as the senior material manager. The senior material manager will provide Demand Processing, MICAP, Repair Cycle, RSP and Record Maintenance support for the deployed unit.

32.6.1. Deploying Unit

32.6.1.1. Pre Deployment**:**

32.6.1.1.1. Inventory of RSPs. (Chapter 10 and Chapter 26). Conduct an inventory prior to deployment. Ensure all shelf-life, TCTO and functional check items are current before deployment. Ensure copies of the HAZMAT authorization list for maintenance are included. The HAZMAT form, AF Form 3952 (Chemical Hazardous Material Request/Authorization), authorizes the unit to use/store the hazardous item. This form is required for all replenishments from lateral HAZMAT Pharmacies before items will be shipped/issued. Ensure HAZMAT items are properly marked and have the proper Materiel Safety Data Sheet (MSDS). Supply personnel are personally responsible for all of the assets in the RSP and should be the only ones to issue parts from the kit. If no supply personnel deployed with the RSP, the person who signed for the kit is responsible for all the assets in the RSP and the issue of parts from the kit. Personnel responsible for the RSP must be qualified to prepare a Declaration of Hazardous Goods in order to ship hazardous materials using government or commercial transportation means.

32.6.1.1.2. Weapons. Contact your local Combat Arms Training and Maintenance Section (CATMS) to determine the level of repair that will be available in theater and who will manage it. This may help determine where the responsibility lies for cleaning and repair parts. Some deployments may include small arms as part of the equipment requirement for the site. Any movement of multiple weapons must remain in the custody of a trained weapons courier until custodial responsibility is turned over to an armory or secure enclosure at the deployed site. Prior to signing for weapons, the courier(s) must verify the serial numbers of each weapon and sign for the property from the Mobility Element. The unit deployment manager will program the weapons to the load list which will highlight to the mission commander there are weapons on board. Any transfer of weapons custody must be documented on a hand receipt form to assure 100 percent accountability.

32.6.1.1.3. Equipment Deployment and Transfer. (Chapter 22, Section H.) Although each organization has assigned equipment custodians who are responsible for their deployed equipment, on site supply personnel may need to assist with any deployment/transfer of equipment issues at the contingency location. Procedures are in the above reference. Before leaving any

equipment behind for other units, contact the owning MAJCOM to ensure proper procedures are followed.

32.6.1.1.4. Bench Stock (robust and preparation). Before deployment you should take every necessary measure to assist with robusting or filling deployable bench stocks to ensure they are as close to 100 percent as possible.

32.6.1.1.5. Additional Training Requirement. Personnel required to deploy with a MRSP may need training in pallet build-up, hazardous shippers declarations, manual accounting operations, driver training (flight line, forklift, bus, semi trailer, etc), and Aircraft Sustainability Model(ASM).

32.6.1.1.6. Computer Requirements. Select the best equipment possible to support deployment operations. Due to the overall requirements for numerous applications (Web Browsers, ILS-S, Adobe Acrobat, Discoverer, MS Office, Outlook, Java run-time environment, WinZip, ICS viewer, etc.) to run concurrently in a deployed environment, the laptop will have to meet at least the following configuration:

32.6.1.1.7. Minimum Laptop Capabilities:

32.6.1.1.7.1. Hardware:

Standard Desktop Computer

Small Inkjet or Laser Printer

32.6.1.1.7.2. Software:

FEDLOG

ILS-S required software (with Java Applet)

Discoverer

AFMAN 23-110

Tech Data CD (if available)

32.6.1.1.8. Recommend establishing access to the following Web Site:

AF PORTAL

GLSC

WEBCATS

JTAV SBSS

GTN

D043

Tracker

32.6.1.1.9. Administrative Supplies: Ensure an administrative supply kit is included in the RSP to support operations for at least 30 days. Below is the recommended list of minimum required supplies that should accompany any deployment:

Pens (2 Boxes)

Pencils (1 Box)

Read/Write Compact Disc's (1 Box)

*AF Form 2005's (1 Box)

*DD Form 1348-1's (1 Box)

*AF IMT 2413 (1 Package)

*AFTO Form 350 (1 Box)

*DD Form 1574 (1 Box)

*DD Form 1577-2 (1 Box)

*DD Form 1577-1 (1 Box)

*AMC Form 281 (For TRANSCOM/AMC gained Units)

Locks (5 Boxes)

Pads, Note (5 Each)

Flashlights (2 Each)

Spare Laptop power supply (cable)

Canned Air (1 CN)

32.6.1.1.10. Computer Products: The following listings are required prior to deployment to support asset accounting and movement. These listings can be either printed or stored electronically on a deploying laptop system:

SHIPPING DESTINATION LISTING (R08/NGV826), AIRBORNE MRSP LISTING (R43/NGV876), REPAIR CYCLE DATA LIST (Q04/NGV819), *MISSION SUPPORT KIT LISTING (R50/NGV916), *NON-AIRBORNE MRSP LISTING (R52/NGV832), and the *DEPLOYING UNIT ORGANIZATION BENCH STOCK LISTING (S04/NGV811).

NOTE: An * indicates required as needed to support the contingency operation. Discoverer reports may be used to substitute required reports; however they must provide the same data as the report and be resident on the deployed laptop.

32.6.1.1.11. Housekeeping/Maintenance of Equipment: Equipment maintenance is vital to mission completion. Regardless of the type of equipment involved, it should be kept free of mud, dirt, water and sand to maintain serviceability. Sand is a serious problem for computers. Once it gets into the keyboard, CD-ROM or floppy disk, it wears down critical operating components. Bird droppings and humidity can also adversely affect equipment. The best protective measure is to keep equipment covered and protected when not in use. If possible, during adverse weather, high winds or rain, discontinue using the equipment. Recommend the use of canned air to ensure the keyboard remains operational. Always use an existing computer case or other suitable material to protect YOUR equipment. Carry the proper computer cleaning tools to the deployed location. If possible, contact the individuals already in-place at the deployed location to determine any additional requirements.

32.6.1.1.12. Maintenance Support. The level of maintenance that will be present in theater will be available through a Centralized Intermediate Repair Facility (CRF) or deployed back shop capability. To ensure the best possible support, contact your supporting Logistics Support Center (GLSC) to determine the best repair activity (i.e., CRF, ALC, contactor, etc.). Ensure a ASM assessment has been run to identify problem parts and advise maintenance on possible cannibalization actions. This coordination with maintenance may lead to cannibalization or the development of a Mission Support Kit (MSK). A clear understanding of the deployed flying scenario and tasked aircraft will help ensure the tasked kit consists of the right size and segments to best support the deployment. This should have already been verified before this point, but it never hurts to verify with maintenance. Problems are much easier to address and correct at home station versus at the deployed location.

32.6.1.1.13. Computer Operations: (Volume 2, Part 4). The GLSC Computer Operations Element operates on a 24/7/365 basis. They are responsible for maintaining complete databases for automated supply reports and advise you on where to obtain any necessary supply reports.

32.6.1.1.13.1. Users will submit a valid DD Form 2875 System Authorization Access Request (SAAR) or equivalent to the GLSC Computer Operations Element to process transactions against the host Computer Support Base (CSB).

32.6.1.1.13.2. User-ID validation will be conducted quarterly to ensure the integrity of the operating system.

32.6.1.1.14. Deployment

32.6.1.1.14.1. Site Setup**:** Recommend the following: The location should be close to the supporting maintenance organizations. Look for a pre-standing building to setup operations. The ground should be hard enough to handle a forklift. You will need basic utilities such as communications, electricity, water, etc. A location to store and safeguard classified items in the RSP.

32.6.1.1.14.2. Site Development:

32.6.1.1.14.2.1. Make sure the area you select is secure to restrict traffic and eliminate potential pilferage.

32.6.1.1.14.2.2. Set up camouflage to reduce visibility and aid in light discipline, sandbags to stop rain and provide security, and ensure clear fields of fire to defend your position.

32.6.1.1.14.2.3. Set up the RSP in a manner to control access. One way to accomplish this is to place the RSP next to your tent, with the back door opening up to the RSP.

32.6.1.1.15. Communication: (Work with deployed Comm. folks)

32.6.1.1.15.1. Intrabase**:** This means all types of communication within the confines of your site. Examples - Closed Local Area Network (LAN), Land Mobile Radios (LMR), face-to face and field phones.

32.6.1.1.15.2. Reach back capabilities**:** This means being able to communicate outside of the deployed location. Examples include Satellite, STU III, FAX, cell phones, e-mail, GTN, and SBSS/MASS.

32.6.2. DEPLOYED CHAIN OF COMMAND.

It is important you understand the function of the J4/A4 cell function for your AOR. They are the link between you and the supporting GLSC, lead command and AF/ILS. Learn who these people are and use them as needed. It is important to note that even if supply doesn't have communication capability, another deployed organization may so you should seek out those personnel to ensure uninterrupted supply support. Some examples are the Tanker Airlift Control Team and Wing Initial Communication Package. These areas normally have some communication capability stood-up within 24 hours into a deployment.

32.6.2.1. Responsible Officer. (AFI 23-111) When you deploy to a contingency account, the MAJCOM/GLSC will appoint a responsible accountable officer for your account. Responsible officers will be the senior core AFSC 21R3/4 logistics readiness officers, or senior noncommissioned officers in AFSC 2S000/90/71 (i.e. Expeditionary LRS commander or ranking LRO as appropriate). The MAJCOM/GLSC may waive the AFSC or qualification requirements for the responsible officer position of FB/FE accounts if extenuating circumstances exist. The responsible officer is. The responsible officer is responsible for all accountability concerns at your location. You must maintain a close relationship with this individual. Accountable documentation will be processed through this individual. Shortly after you arrive at the deployed location, contact the MAJCOM/GLSC and determine who your responsible officer is and get in contact with that person. You will follow their guidance concerning any accountability concerns.

32.6.3. DODAAC**: (**Volume 1, Part 2, Chapter 1**)** If the location you deploy to does not already have a DODAAC assigned, you will have to provide the supporting GLSC with the following information in order to establish one. (This is critical so any RSPs can be transferred and re-supplied without delay) OCONUS DODAACs require the following:

TAC 1

1. Line One - Complete organization and office symbol
2. Line Two - Unit and or Box Number
3. Line Three - APO and nine-digit zip code
4. Line Four - **Please note:** This is a mailing address similar to a Post Office Box. Anything up to 70 pounds parcel post may be delivered to this address. IT IS NOT A FREIGHT ADDRESS AND THEREFORE SHOULD NOT CONTAIN ANY OTHER INFORMATION.

Example:

DODAAC FB5873

Address Type 1

Zip Code 09834-5100

Address Line 1 FB5873 319 XARG SUP TANKER MAIN SQ

Line 2 CML PHONE 011 973 940 7651

Line 3 ATTN: MSGT SMITH

Line 4 FPO AE 09834-5100

WPOD

APOD

RI DHB

Command Code 1L

State Country Code

TAC 2 (REQUIRED FOR OCONUS DODAAC)

a. Line One - Complete organization and office symbol Base Name
b. Line Two - Building number/dock location/site information and commercial phone number (please include 011 at the beginning of a commercial phone number for those unfamiliar with dialing overseas)
c. Line Three - Complete street address and any room/suite/door numbers applicable
d. Line Four - Base name Province/City, Country and Postal Code

Example:

DODAAC FB5873

Address Type 2

Zip Code 23511-4497

Address Line 1 FB5873 NAS MARK FOR EXPORT

Line 2 BLDG LP 205 CML PHN 757 445 4446

Line 3 8449 AIR CARGO RD

Line 4 NORFOLK VA 23511-4497

WPOD

APOD

RI

Command Code

State Country Code

Term Date 00000

TAC 3 (Billing)

The MAJCOM DODAAC monitor will assign the TAC 3 address.

** Some OCONUS commercial addresses will not reflect the base name as part of the address. In those instances, just put the base name on the first line (right justified).

***European Postal Codes and some others may start at the beginning of Line Four as opposed to the way we do it at the end of the address.

Example: FB5454 MF USAFE

BLDG 214 CML PHN 011 49 6302 67 7258

SEMBACH AB FLUGPLATZ

67681 HEUBERG GERMANY

32.6.4. Establishing Organization Records at Deployed Locations. (AFMAN 23-110, Volume 2, Part 2, Chapter 27, Section 27Q)

You may need to assist in obtaining information to establish organization records for the deployed maintenance activities. You should develop a close rapport with all activities you support.

32.6.4.1. Transferred versus Deployed RSPs**. (**Volume 2, Part 2, Chapter 26**)**

How you handle assets coming in and out of the RSP will depend on whether the kit is in deployed status or transferred to another supply account.

32.6.4.1.1. Deployment**.** A deployment is the movement of a package or package segment from the home station to a forward location or base, usually for less than 30 days, with accountability remaining at the home base. The deployment method is an option determined between the deploying and supporting MAJCOMs (or their designated agents/intermediate headquarters). Under Manual Accounting you need to create a log to record RSP and all other

activity for short-term deployments. Record the actions in an EXCEL spreadsheet, AF Form 2413, or a locally devised log. Regardless of which method is used, record every post-post transaction that occurs; i.e., issues, receipts, turn-ins, and shipments. Replenish the deployed package from the unit's home base if airlift is available. You will submit all MICAP requirements as described in paragraph 32.6.6.

32.6.4.1.2. Transfer**.** A transfer is the movement of the package or package segment from the home station to a forward location or base, with accountability assumed by the host Computer Support Base (CSB). Transactions against the transferred RSP will process at the host CSB. Whichever GLSC supports your operation, it is essential you maintain close contact with them to ensure timely supply support.

32.6.5. Bench Stock (Use And Replenishment**).** Depending on the MAJCOM, your consumables may be supported under the Deployable Bench Stock concept, or they may be included in your RSP. These two different approaches dictate different replenishment actions. Be aware of these differences and take every effort to aid or assist in the timely replenishment of consumables. These represent the majority of bits and pieces, attaching parts and hardware. They can be your "bread and butter" in eliminating MICAPs and facilitating repair.

32.6.5.1. Deployable Bench Stock is owned by the deploying unit. These assets are not on record when deployed nor can they be transferred. In order to keep stock on-hand, an RSP detail must be created using the bench stock line number as the detail. A good way to do this is by creating a separate shop code (i.e. BS) and then using the S04 to mirror the RSP to the bench stock. Once this is done, you can begin ordering bench stock that is at or below 50 percent. Keep in mind that if you are deployed overseas it's highly recommended that you order the complete bench stock total to avoid stock outages.

32.6.5.2. Items included in the RSP will be ordered under normal procedures as they are expensed (used.)

32.6.6. MICAPS**. (**Chapter 11**)**

The MICAP section provides critical supply support to the war fighter, 24-hours a day, 7- days a week, 365 days a year. This entails cradle-to-grave management for sourcing of assets, requisitioning parts, conducting follow-ups, and tracking asset movement through transportation channels (Mil Air, Fedex, UPS, etc.) until the part is received. This section also manages the awaiting parts program (AWP). **(**See checklist 4 for MICAP checklist)

32.6.6.1. Deployed supply personnel are responsible for verifying all MICAP requests with maintenance prior to submitting requests to the GLSC. Use the MICAP checklist in this handbook.

32.6.6.2. Validate the stock number in D043 or FEDLOG to ensure it meets customer needs.

32.6.6.3. If the stock number is correct, check to see if the asset is available using the MICAP checklist. If computer connectivity is established, the MICAP Asset Sourcing System (MASS) will be your primary communication tool with the supporting GLSC. Establish a TEX 7 due-out in SBSS or MASS for all re-supply items and call the request in to the applicable GLSC. If no connectivity exists, call the requirement into the GLSC until capability is established.

32.6.6.4. For TRANSCOM/AMC gained or AFSOC transient aircraft support procedures refer to (Chapter 11, Attachment 11C-12) for specific details**.**

32.6.6.5. The supporting GLSC will manually re-source daily for all requirements that are backordered at the depot and provide you with an updated status. In addition, they will access tracking programs twice a day to obtain the most current movement of assets. It is imperative you notify the GLSC, MICAP or WSMT section as soon as possible with any changes (upgrades, downgrades, cann actions, receipts, cancellations, etc.) to a MICAP due-out. This will prevent the shipment of excess assets and allow GLSC personnel to concentrate their efforts on valid requirements.

32.6.7. Transportation Tracking**.** Although the GLSC tracks assets in the transportation channels, you must still maintain a close working relationship with your local transportation personnel to monitor the arrival of supplies at your location. Daily visits to transportation will help prevent any delays due to marking, packaging or shipping errors. Determine the method and location for incoming and outgoing property like replenishment (RSP, Bench Stock, Local Purchase, and MICAPS) and evacuation of reparables.

32.6.8. Issue**. (**Chapter 11**).** The R43/NGV876 and R52/NGV832 computer listings are produced in the Computer Operations Element at the GLSC and are posted on the GLSC website under the losing (host) base (the base the RSP was deployed from). If the RSP is transferred, the listing will be under the CSB or gaining GLSC website. These listings are key to controlling package inventories. When issuing items from the package, you should minus the quantity and post the document number in the right margin of the R43/R52. This will aid during reconciliation in the event an inventory out-of-balance occurs.

32.6.8.1. Issue all RSP assets out of the package on a DD Form 1348-1 using TRIC MSI. If connectivity is available, run the MSI in SBSS. If connectivity is not available and you issue a part out of your RSP, contact the GLSC providing your support. It is a good practice to coordinate with the GLSC and set-up a specific time for call-ins, this will ensure available resources are available. To call-in issues from the package, the following information is required:

TRIC (MSI),Stock number, Unit of Issue & quantity, DOC# / , TEX 6, Priority/02, Appropriate UJC and Package org, shop and detail.

32.6.8.2. Once an MSI is processed, check the status and estimated delivery date of your re-supply (due-in.). Pass the status of your package due-in via your units situation report (SITREP) or status of resource and training (SORTS) report to your command staff. The SITREP is a crucial part of reporting. Accurate SITREP information allows senior leaders in the applicable MAJCOM and the AOR to focus their attention on key areas of support. Make sure you are familiar with all aspects of SITREP reporting. You will be responsible for processing the receipt paperwork for any re-supply to the RSP. Ensure you maintain the documentation to clear accountable records at home station or the CSB depending on the RSP status (deployed or transferred).

32.6.9. DIFM Control**. (**Volume 2, Part 2, Chapter 10**)** Deployed supply personnel are responsible for DIFM control of all reparable assets issued. Maintain complete control of all DIFM assets utilizing the AF Form 2413 or locally developed spreadsheet. If your kit was transferred, you will use the D23 run at your CSB to track DIFM assets. Clear all DIFM before redeploying back to home station. If your kit is in a deployed status and you have been holding unserviceable DIFM awaiting redeployment, ensure you clear the DIFM upon return to home station. Ensure maintenance personnel fill out the required tags before you accept the assets. If you get involved with discrepant material (QDRs), process them IAW AFMAN 23-110, Volume 2, Part 2, Chapter 13, paragraph 13.14.

32.6.10. Retrogrades**. (**Volume 2, Part 2, Chapter 1013, Chapter 13, and Chapter 15**)**

If the duration of the deployment is sufficient to require shipment of retrogrades back to either home station or the depot, you are responsible to process these shipments. If you have SBSS connectivity, process the turn-in/shipments in-line. If your Area of Responsibility (AOR) has a Centralized Repair Facility (CRF) that supports your aircraft, you may be required to ship reparables to the CRF. If you are supporting multiple weapon systems you may have several shipping destinations for your reparables. Make sure items are shipped to the correct repair facility. When processing reparables, you need to be flexible to provide the reparable evacuation as required for the supported unit. It is not uncommon to have multiple flying units at a given contingency site who have different shipping destinations for their reparables. Shipping destination override may be required on the turn-in. If you do not have SBSS connectivity, process the turn-in/shipments using Manual Accounting procedures and coordinate with the host GLSC or CSB to have the transactions processed in-line. Always check with your host GLSC or CSB to determine the correct shipping destination for all reparable shipments while operating in a manual accounting mode.

32.6.10.1. Coordinate with your transportation personnel for shipping procedures at your deployed location.

32.6.10.2. TRANSCOM/AMC gained units must use AMC Form 281 on all retrograde.

32.6.11. Shipments**. (**Volume 2 Part 2 Chapter 15**)**

At any time during a deployment, assets may be redirected by the GLSC or AOR commander to another site having a materiel requirement. Knowledge of different shipment processing requirements along with expedient processing ensures total asset visibility within the theater.

32.6.12. Receipts**. (**Volume 2 Part 2 Chapter 10**)**

On occasion you may be required to process receipts to accurately account for materiel in your charge. You must become familiar with the processing needs and other processes involved with receipt of materiel. Inspection and knowledge of receipt processing formats are needed when faced with these additive challenges.

32.6.13. Equipment Accountability**. (**Volume 2 Part 2, Chapter 22)

As a inventory manager you may be called to inventory or account for deployed equipment. Normally this involves having the capability to inventory and train custodians, however with the amount of custodial transfer occurring within theater your roles may need to expand. Having a basic understanding of equipment accountability needs will enable an individual the flexibility to overcome these situations should they arise.

32.6.14. Storage and Related Operations**. (**Volume 2 Part 2 Chapter 10**)** You are responsible for all storage related functions for RSP or warehoused assets. This will include assigning and deleting warehouse locations, shelf-life, TCTO flag, functional check management, and general proper warehousing procedures. Proper storage and control of classified items in the RSP is extremely important and must meet all security requirements. If you are in doubt about the security of your facility/location, consult your deployed Security Forces personnel for guidance. Accountability is your responsibility. It is highly recommended you perform an inventory of your RSP periodically (once or twice a month if workload permits) while at the deployed location. This allows you to research any shortages/overages and possibly resolve the discrepancy without an inventory adjustment. An accurate balance prevents unnecessary workload lends itself to smooth redeployment of the RSP back to home station. It also allows you to replenish shortages before they become a problem.

32.6.15. Local Purchase**. (**Volume 2, Part 2, Chapter 9**)**

As possibly the only deployed supply person, you may be tasked to assist with local purchase requirements and preparation of the AF Form 9. You should be familiar with the procedures outlined in AFMAN 23-110. Contact the deployed contracting representative before you proceed with any AF Form 9 requests. For recurring requirements, a Blanket Purchase Agreement (BPA) may be the best option to ensure continued support. Your contractor can assist you with this. As the supply troop, you should maintain control of the ordering, receipt, and distribution of all local purchased items, unless the supported organizations obtain the items using the Government Purchase Card (GPC).

32.6.16. Transaction Tracking**.**

It is imperative you track all transactions against assets in the deployed RSP. If you have SBSS connectivity, this is not required unless you have to create documents during manual accounting. If you are operating in a total manual accounting environment, you will need to create a transaction log. Use either an EXCEL spreadsheet or a locally developed log to accomplish this task. Record the actions in the sequence they occur because it will ease manual accounting processing when you return to home station.

32.6.17. Accountability.

Accountability is a day-to-day responsibility of any supply person. During deployed operations it is even more important to make accountability a part of your daily responsibilities. Make sure you account for all transactions. If you are in a manual environment you will need to ensure all transactions are processed either upon return to home station or at regular intervals established by your support base. DIFM/Reparable accountability must be a daily event. Make sure you know where all DIFM/reparables are located. Failure to account for all DIFM/reparables could result in inventory inaccuracies. As stated in a previous paragraph, equipment accountability is every supply person's job. As needed, provide assistance to all equipment custodians and assist in accounting for MOBAGS at deployed locations as required. BEAR/War Reserve Materiel (WRM) accountability is covered in an attachment to this handbook.

32.6.18. Document Control**. (**Volume 2, Part 2, Chapter 18**)**

All deployed units must establish a document control process to account for/file all documents generated during the deployment. Accountable documents must be cleared through the SBSS either at your deployed location (if you are on an SBSS) or at your home station. Forward your documents to the applicable Document Control Element. The responsible officer will ensure shipment suspense records (SSC) are promptly cleared. The R40 (Delinquent Shipment Listing) should be coordinated with local TMO function. If your RSP transferred to a FSL or CSB, use their document control procedures. Personnel must have a valid DD Form 2AF or appropriate civilian ID card to sign for property. For classified items, you must have a letter signed by their organizational commander stating the name, SSN#, and security clearance of the person authorized to sign for a part.

32.6.19. Base Operating Support (BOS). BOS comprises general base infrastructure support like communications, Civil Engineers, Services, etc. It is important you contact your local BOS agency POC to establish the required support as soon as possible after arrival.

32.6.20. Funding Issues**.** As a supply person, funding is a major concern during your deployment. The following are some things you'll need to be familiar with to prevent any funds problems. In most cases the deploying unit will have to submit an AF Form 616, Fund Cite Authorization document with sufficient funds to cover planned operations. It is important to remember that the AF Form 616 also needs to cover funds for repair of assets if it is done at a CRF. Make sure funds are loaded at any

CRF you use as a repair activity. Another form used by non-AF activities is the DD Form 448, Military Interdepartmental Purchase Request (MIPR). If you are at a location where BOS is provided by another service or country, contact their POC to establish funding accounts. A separate PFMR and organizational account code will be established for each deployed location. When requesting supply support from other services or countries, contact the contingency contracting officer to determine the proper method of funding supply purchases (Blanket Purchase Agreements (BPA)/Standard Form 44). Support comes first. Remember, you are there to support the mission. Since we perform jointly in any contingencies, deployed supply units from any branch of service or country should support any unit's request at their location. Process all issue or requisitions offline for units that have not provided funding documents to establish accounts. Transactions can be processed once accounts are established.

32.6.21. Reconstitution/Redeployment. This involves redeployment of forces within the area of responsibility (AOR) to forward operating locations (FOLs) or to home station. Upon notification of reconstitution/redeployment contact the GLSC immediately. Again, this communication is vital to ensure the redeployment (closure if applicable) phase is successful.

32.6.21.1. Deployed Unit Responsibilities.

32.6.21.1.1. Notify the GLSC when MRSPs are departing the site. The redeployment schedule for supply will begin after aircraft have completed their flying schedule and are preparing for departure. From this point on, only grounding Non-Mission Capable Supply (NMCS) MICAPS will be requisitioned. GLSC will screen all other requisitions for cancellation.

32.6.21.1.2. For closures, coordinate with contingency site BOS sections to ensure all supplies are properly disposed of. All supplies purchased via SBSS or Contracting Officer must be sent to the servicing DRMO or designated site.

32.6.21.1.3. For closures, all source documents need cleared prior to shutdown.

32.6.21.1.4. Twenty days prior to redeployment process only non-mission capable requirements.

32.6.21.1.5. Prepare MRSP for redeployment. Notify the site supply activity when the MRSP is ready for redeployment. If an item is required after the MRSP has been frozen, use your local post-post process to issue the item to maintenance. Ensure reparable assets are returned with the MRSP. Do not turn it into the site supply activity. Immediately notify the home station LRS when the MRSP has returned from deployment.

32.6.21.1.6. Ensure all reparables are turned into the site supply activity.

32.6.21.1.7. Clear all due-outs, due-ins and DIFM details prior to redeploying.

32.6.21.1.8. Cancellation requests for all due-ins without shipping status or status with a lead-time exceeding that of the deployment should be immediately routed through GLSC Weapon System (for MICAPs only) and/or Stock Control for all others.

32.6.21.1.9. Coordinate with GLSC for disposition of any excess stock.

32.6.21.1.10. Coordinate with the deployed equipment custodian to ensure all equipment assets are accounted for and ready for redeployment. Upon return, the equipment custodian will notify the home station LRS EAO to process return deployment.

32.6.21.1.11. Process a new CA/CRL (R14) when accounts are to be transferred between custodians. The relinquishing and gaining custodians must take a physical inventory. They must account for lost, damaged, or destroyed property according to the provisions in AFMAN 23-220 and AFMAN 23-110 before the relinquishing custodian is relieved of custodian responsibility. **NOTE*:*** For closures ensure supply personnel remain at the deployed site to assist GLSC with clearing any on-hand balances (i.e. DIFM, equipment, MRSP, POS, etc). This will greatly reduce the possibility of Reports of Survey's.

32.6.21.1.12. Contact GLSC at lease ten days prior to MRSP redeployment to schedule readiness package transfer.

32.6.21.1.13. Upon return to home station, redeployed units will maintain accountability for all supply processes.

32.6.22. GLSC Responsibilities:

32.6.22.1. Request cancellation of all requisitions from the depot that do not have ship status. Redirect requisitions as required.

32.6.22.1.1. Freeze the MRSP when notified by the contingency site supply activity.

32.6.22.1.2. Provide disposition instruction for excess stock identified by the contingency site supply activity.

32.6.22.1.3. Transfer the MRSP back to home station supply record account once notified the MRSP has been returned.

32.6.22.2. Project Code. Inform all deploying units of their authorized project codes for MICAP and BOS requirements prior to deployment.

32.6.22.3. Disseminate DMS and/or E-Mail message containing explicit kit transfer instructions to the deploying units once all kit information is received. The information contained in the message must be followed verbatim to guarantee a successful transfer.

ATTACHMENT 32A-1

RESERVED

32A1.1. Reserved for Future Use.

ATTACHMENT 32B-1

SUPPLY AUTOMATED SYSTEMS AVAILABILITY SCENARIOS

32B1.1. Supply Automated Systems Availability Scenarios.

Table 32B1.1. Availability Scenarios.

Scenario	Assumptions	Post-Post Operations Necessary	Unique Business Rules
1. Total Loss of IT Systems and Connections (Base Facilities Still Exist)	-Stand alone PC capabilities and phones available. -MS Office is available. -No SBSS, ESS, AFSCDB, etc.	Yes	Use Discoverer or FEDLOG (exhaust all other options before use) scripts to determine who has stock number loaded. Call to source assets. **NOTE:** SCOG and all non-regionalized bases should download an all SRAN/Stock Number table just in case needed.
2. Base (s) cut off from the rest of world. Supply systems are up and SCOGs still have connectivity.	-Base Intranet still exists. -SCOG still has connectivity, so SBSS, ESS, AFSCDB is available to SCOG (but not the base). -Base cannot get to ES-S to print auditable documents	Yes, at Base Level. SCOG can continue limited processing but ensure auditable documents are accounted for. If transaction files can get to SCOG then consider daily (or more periodic) recovery.	SCOG puts base in "recovery" mode. Base level coordinates with IMDS CDB/ CAMS-FM to stop interface until after recovery is complete. BLAMES and ES-S incoming transactions cannot be processed until the systems come back up after recovery (Note 1).
3. GLSC (635 or 735 SCOG) cut off from the rest of the world. Supply systems are up and Base(s) still have connectivity.	-Base has full connectivity. -One GLSC/SCOG has no connectivity, but other still has full access -GLSC/SCOG COOP is in place so relocation/ realignment will occur in 48-72 hours and full connectivity will be resumed.	No. Base can continue processing.	SCOG will notify impacted units of changes in support.

Scenario	Assumptions	Post-Post Operations Necessary	Unique Business Rules
4. ES-S is not available (all or even if just a major component like Asset Management or the Legacy Transaction Component of ES-S is not available)	-Internet/Intranet still available. -EDCL is available to SBSS but not accessible by the user (through ES-S). -SBSS is available, but must be taken down. -AFSCDB is available.	Yes, for bases using Asset Management. No, for bases not using Asset Management (assuming SBSS green screen access is available).	For bases with Asset Management (and bases that don't have green screen access): Take SBSS down. Base level coordinates with IMDS CDB/ CAMS-FM to stop interface until after recovery is complete. BLAMES and ES-S incoming transactions cannot be processed until the systems come back up after recovery (Note 1).
5. SBSS (one or more) is not available	-Internet/Intranet still available. -ES-S is available. -AFSCDB is available. -SBSS is not available for transaction processing and SBSS database is not accessible (for VIP sourcing)	Yes	SCOG puts base in "recovery" mode. Base level coordinates with IMDS CDB/ CAMS-FM to stop interface until after recovery is complete. BLAMES and ES-S incoming transactions cannot be processed until the systems come back up after recovery (Note 1).
6. EDCL database is not available. Bases can use Asset Management when the HHT capability is not available but the EDCL database remains available.	-Internet/Intranet still available. -ES-S is available. -SBSS is available (but should normally be taken down because output will go to EDCL and would not be accessible). If SBSS is not taken down, extreme care must be taken to ensure all documents are accounted for). -AFSCDB is available.	Yes, for bases using Asset Management. No, for bases not using Asset Management.	For bases with Asset Management: Take SBSS down if requested by the base PPCTC. SCOG puts base in "recovery" mode. Base level coordinates with IMDS CDB/ CAMS-FM to stop interface until after recovery is complete. BLAMES and ES-S incoming transactions cannot be processed until the systems come back up after recovery (Note 1).

Scenario	Assumptions	Post-Post Operations Necessary	Unique Business Rules
7. AFSCDB is not available	-Internet/Intranet still available. -ES-S is available. - SBSS is available. - AFSCDB script reports are not available to prepare for degraded ops.	No. Impacts report processing and preparation only.	After 48 hours consider running and capturing the output from NGV301M even though the AFSCDB is not available. If this option is used, ensure the CTH recovery option used to retrieve and load "missed" CTH records into the AFSCDB when it becomes operational.
8. Supplier is down	Information on the scenario will flow through MAJCOMS and/or the SCOGs to bases.	No, but many transactions destined for supplier will NOT be accepted/processed so limitations may be necessary.	Transactions may have to be limited and local processing altered to comply with the situation. High Priority transactions will be manually processed.
NOTE 1: The suspension of inbound BLAMES and ES-S incoming transaction processing impacts the host and all associated satellites so close coordination is required. Satellites experiencing problems forcing them into post-post operations (including exercises) should notify Host accounts as soon as possible.			

ATTACHMENT 32B-2

DATA REQUIRED TO SUPPORT POST-POST

32B2.1. Overview. The table below portrays the typical data needed to support post-post operations. The senior supply commander/manager may add or delete products they deem necessary to support degraded operations in their organization. The AFSCDB/NGV301M is the primary source for SBSS record data. However, if the AFSCDB is unavailable for more than 48 hours then consider processing NGV301M anyway to stage the required data for post-post operations. If neither of these options (AFSCDB or NGV301M output) is feasible then legacy reports (either those listed or equivalent) must be processed. The PPCTC will ensure the data (AFSCDB, NGV301M, or legacy reports) required to support post-post operations is updated/downloaded at least as frequently as indicated. This data must be maintained in a location where it can be accessed when needed (considering that networks and shared drives may be inaccessible). Once data is updated the old data is superseded.

Table 32B2.1. Data Needed to Support Post-Post Operations.

Data Type	Record	Legacy Report(s)	Frequency[1]	Cust Svc	Rcds Mnt	Receiving	Inspect	Storage	Stk Cntrl	MICAP	FSC	War Rdns	Equip
Item Record	101	M14[2]	Daily/Weekly	X	X	X	X	X	X	X	X		
Repair Cycle	102	Q04	Weekly	X							X		
ISG	105	R02	Weekly	X	X	X	X		X	X	X		
Equipment In-Use	201	R14	Weekly										X
Due-In	202	R28/D18[2]	Daily/Weekly		X				X	X	X		
DIFM	203	D23[2,3]	Daily/Weekly	X							X		
Due-Out	205	R31	Daily/Weekly						X	X	X		
Bench Stock	217	S04[2,3]	Weekly	X							X		
Supply Point	218	Q13[3]	Daily/Weekly	X									
AWP	219	D19[2]	Daily/Weekly										
Part Numbers	222	M21[2]	Daily/Weekly	X									
SPRAM	225	R25[3]	Daily/Weekly										X
MSK	232	R50[3]	Daily/Weekly	X								X	
Special Spares	233	R34[3]	Daily/Weekly	X								X	
HPMSK	234	R21[3]	Daily/Weekly	X								X	
Non-Airborne MRSP	237	R52[3]	Daily/Weekly	X								X	
Airborne MRSP	239	R43[3]	Daily/Weekly	X								X	
IRSP	240	R63[3]	Daily/Weekly	X								X	
WCDO/WRM	241	R07[3]	Daily/Weekly	X								X	
COMSEC/ Weapons/NWRM Serial NBR List	249/250	N/A	Daily/Weekly	X		X				X	X		

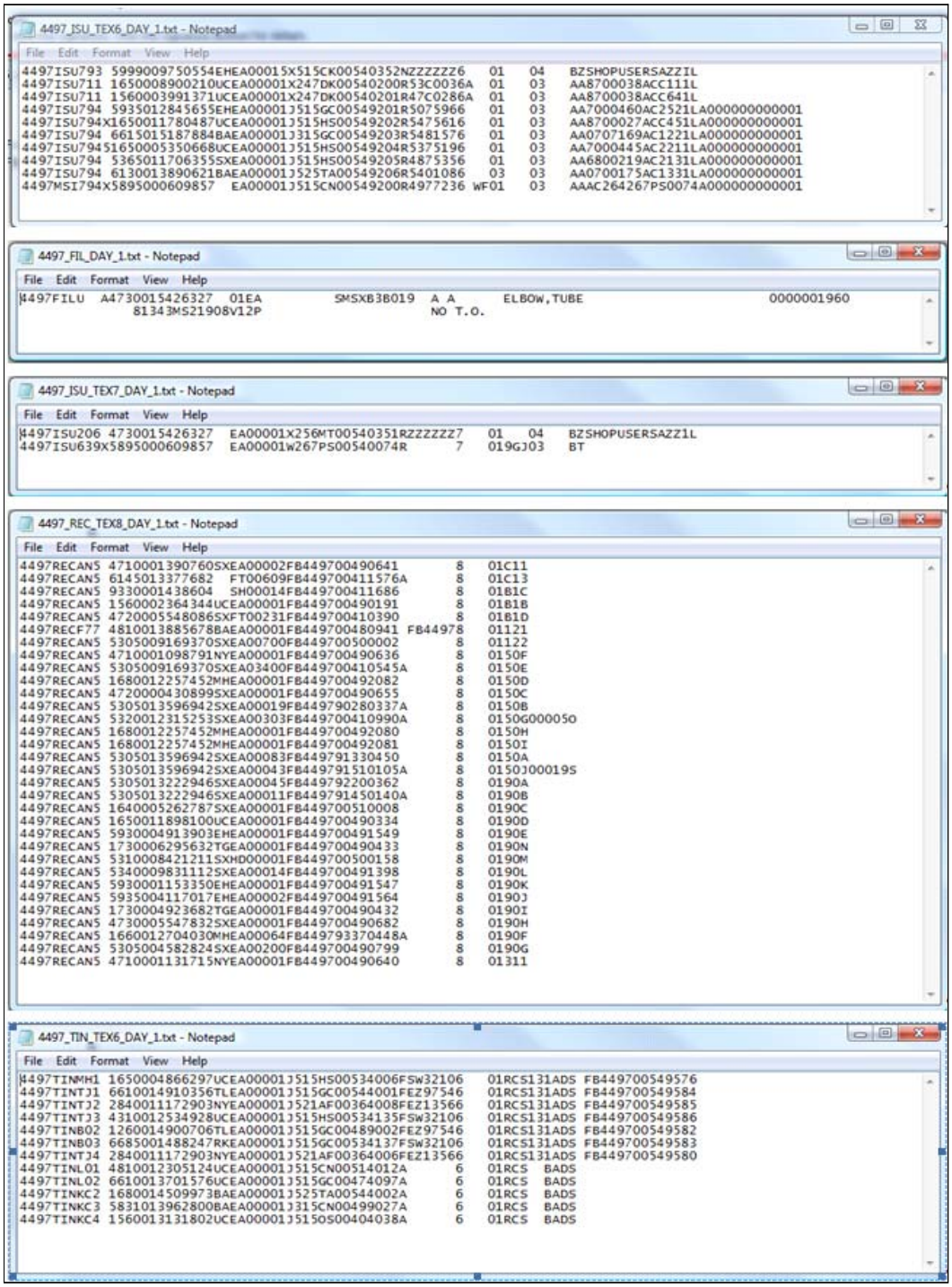
Data Type	Record	Legacy Report(s)	Frequency[1]	Cust Svc	Rcds Mnt	Receiving	Inspect	Storage	Stk Cntrl	MICAP	FSC	War Rdns	Equip
Organization Code Indicative Data	518	M24	Weekly		X				X	X			
Shipping Destination	519	R08[2]	Weekly		X				X	X	X		
MICAP Boards			Daily							X			
SRAN/Stock Number relationships (Sourcing Table)			Weekly							X			
FEDLOG			Latest Version	X	X	X							

[1]Daily requirements may be processed by bases on a less frequent (up to weekly) basis as long as updates that occur between processing intervals can be captured and posted. With the exception of MICAP Boards, SCOGs may process “enterprise” (that is, containing data from multiple SRANs) reports/scripts on a weekly (vice daily) basis. Maintaining the latest NGV301M output satisfies the minimum frequency requirements for SBSS record data (assuming the data is useable). [2] Legacy Reports available via AFSCDB. [3]R64/NGV894 (Other Asset List) may be used in lieu of separate reports to pull 203,217,218,225,232,233,234,237,239,240,241 records.

ATTACHMENT 32B-3

TRANSACTIONS (EXAMPLES) FORMATTED FOR ES-S BATCH PROCESSING

Figure 32B3.1. . Transactions (Examples) Formatted For ES-S Batch Processing.



4497_ISU_TEX6_DAY_1.txt - Notepad

```
4497ISU793 5999009750554EHEA00015X515CK00540352NZZZZZZ6   01   04   BZSHOPUSERSAZZIL
4497ISU711 1650008900210UCEA00001X247DK00540200R53C0036A  01   03   AA8700038ACC111L
4497ISU711 1560003991371UCEA00001X247DK00540201R47C0286A  01   03   AA8700038ACC641L
4497ISU794 5935012845655EHEA00001J515GC00549201R5075966   01   03   AA7000460AC2521LA000000000001
4497ISU794X1650011780487UCEA00001J515HS00549202R5475616   01   03   AA8700027ACC451LA000000000001
4497ISU794 6615015187884BAEA00001J315GC00549203R5481576   01   03   AA0707169AC1221LA000000000001
4497ISU7945165000535O668UCEA00001J515HS00549204R5375196   01   03   AA7000445AC2211LA000000000001
4497ISU794 5365011706355SXEA00001J515HS00549205R4875356   01   03   AA6800219AC2131LA000000000001
4497ISU794 6130013890621BAEA00001J525TA00549206R5401086   03   03   AA0700175AC1331LA000000000001
4497MSI794X5895000609857  EA00001J515CN00549200R4977236 WF01   03   AAAC264267PS0074A000000000001
```

4497_FIL_DAY_1.txt - Notepad

```
4497FILU  A4730015426327  01EA        SMSXB3B019  A A      ELBOW,TUBE                    0000001960
             81343MS21908V12P                     NO T.O.
```

4497_ISU_TEX7_DAY_1.txt - Notepad

```
4497ISU206 4730015426327  EA00001X256MT00540351RZZZZZZ7   01   04   BZSHOPUSERSAZZ1L
4497ISU639X5895000609857  EA00001W267PS00540074R      7   019GJ03   BT
```

4497_REC_TEX8_DAY_1.txt - Notepad

```
4497RECANS 4710001390760SXEA00002FB449700490641        8   01C11
4497RECANS 6145013377682  FT00609FB449700411576A       8   01C13
4497RECANS 9330001438604  SH00014FB449700411686        8   01B1C
4497RECANS 1560002364344UCEA00001FB449700490191        8   01B1B
4497RECANS 4720005548086SXFT00231FB449700410390        8   01B1D
4497RECF77 4810013885678BAEA00001FB449700480941 FB44978 01121
4497RECANS 5305009169370SXEA00700FB449700500002        8   01122
4497RECANS 4710001098791NYEA00001FB449700490636        8   0150F
4497RECANS 5305009169370SXEA03400FB449700410545A       8   0150E
4497RECANS 1680012257452MHEA00001FB449700492082        8   0150D
4497RECANS 4720004308995XEA00001FB449700490655         8   0150C
4497RECANS 5305013596942SXEA00019FB449790280337A       8   0150B
4497RECANS 5320012315253SXEA00303FB449700410990A       8   0150G00005O
4497RECANS 1680012257452MHEA00001FB449700492080        8   0150H
4497RECANS 1680012257452MHEA00001FB449700492081        8   0150I
4497RECANS 5305013596942SXEA00083FB449791330450        8   0150A
4497RECANS 5305013596942SXEA00043FB449791510105A       8   0150J00019S
4497RECANS 5305013222946SXEA00045FB449792200362        8   0190A
4497RECANS 5305013222946SXEA00011FB449791450140A       8   0190B
4497RECANS 1640005262787SXEA00001FB449700510008        8   0190C
4497RECANS 1650011898100UCEA00001FB449700490334        8   0190D
4497RECANS 5930004913903EHEA00001FB449700491549        8   0190E
4497RECANS 1730006295632TGEA00001FB449700490433        8   0190N
4497RECANS 5310008421211SXHD00001FB449700500158        8   0190M
4497RECANS 5340009831112SXEA00014FB449700491398        8   0190L
4497RECANS 5930001153350EHEA00001FB449700491547        8   0190K
4497RECANS 5935004117017EHEA00002FB449700491564        8   0190J
4497RECANS 1730004923682TGEA00001FB449700490432        8   0190I
4497RECANS 4730005547832SXEA00001FB449700490682        8   0190H
4497RECANS 1660012704030MHEA00064FB4497933704484A      8   0190F
4497RECANS 5305004582824SXEA00200FB449700490799        8   0190G
4497RECANS 4710001131715NYEA00001FB449700490640        8   01311
```

4497_TIN_TEX6_DAY_1.txt - Notepad

```
4497TINMH1 1650004866297UCEA00001J515HS00534006FSW32106   01RCS131ADS FB449700549576
4497TINTJ1 6610014910356TLEA00001J515GC00544001FEZ97546   01RCS131ADS FB449700549584
4497TINTJ2 2840011172903NYEA00001J521AF00364008FEZ13566   01RCS131ADS FB449700549585
4497TINTJ3 4310012534928UCEA00001J515HS00534135FSW32106   01RCS131ADS FB449700549586
4497TINB02 1260014900706TLEA00001J515GC00489002FEZ97546   01RCS131ADS FB449700549582
4497TINB03 6685001488247RKEA00001J515GC00534137FSW32106   01RCS131ADS FB449700549583
4497TINTJ4 2840011172903NYEA00001J521AF00364006FEZ13566   01RCS131ADS FB449700549580
4497TINLO1 4810012305124UCEA00001J515CN00514012A      6   01RCS  BADS
4497TINLO2 6610013701576UCEA00001J515GC00474097A      6   01RCS  BADS
4497TINKC2 1680014509973BAEA00001J525TA00544002A      6   01RCS  BADS
4497TINKC3 5831013962800BAEA00001J315CN00499027A      6   01RCS  BADS
4497TINKC4 1560013131802UCEA00001J515OS00404038A      6   01RCS  BADS
```

ATTACHMENT 32B-4

POST-POST BACKLOG PROCESSING SEQUENCE

32B4.1. Overview . The table below provides the sequence for processing post-post transaction backlogs. The table of document identifier codes (DIC) and transaction identification codes (TRIC) may not be all-inclusive for all post-post operations. Local discretion should be used to incorporate transactions that are not listed.

32B4.1.1. If a formal declaration of post-post operations is not made and PPCT is not established, the recovery will be accomplished in TRIC/Date/Time sequence (that is, process the transactions in the sequence they were created). When recovering deployed transactions, process the transactions in the sequence they were created. Sort FIL transactions as a group and allow the rest of the transactions to process as they would have on the mainframe, if one had been available during the deployed operation.

Table 32B4.1. Post-Post Backlog Processing Sequence.

DIC/TRIC	DESCRIPTION	NOTE
FIL	Item Record Load	
1AA	Part Number Load	
FNL	File Maintenance Change	
FCH	Identity Change	
FCS	Warehouse Change	
FCC	Condition Change	
ORG	Monetary Adjustment	
PRJ	FMR Adjustment	
1SR	SRD Load, Delete, Inquiry	
CIC	Cycle Inventory and Other Related Transactions	
ISU	Back Orders	1
SPR	Back Order Document Number Is in Positions 67-80	
SPR	Other	
LPS	LP Status	
IRC	Special Inventory and Related Transactions	
REC	Receipts with TEX 6 and DOR Number in Positions 60-73	
REC	Receipt with TEX 8	
ISU/MSI	With TEX 6 (Non-DIFM)	
ISU or MSI /TIN	DIFM Only	2
DOR	DIFM Only	
TIN	Non-DIFM (TEX 8) (Serviceable)	
DOR	With TEX 6 (Non-DIFM)	

DIC/TRIC	DESCRIPTION	NOTE
REC	Other receipts	
TIN	Unserviceable	
SHP/A2x/A4x	With TEX 6	3
TRM	With TEX 6	
Other	All Other Transactions Will Be Maintained and Processed as Directed by the PPCT Chief	

NOTES:

1. TEX 6 ISU with the same stock number should be processed first.
2. **EXTREME CAUTION** must be used in sequencing these documents. The following is recommended:
   a. Sort alpha in position 1. This will put the ISU before the TIN.
   b. Sort into document number sequence (positions 30-43). This will put each ISU before its respective TIN.
   c. Manually select all TINs which do not have a matching ISU and put them first.
3. TEX 6 for A2x/A4x is only authorized on priority 01-03. TEX 6 must be placed in position 73 of the A2x/A4x (not in 51 like most transactions).

ATTACHMENT 32B-5

PREPARATION OF DD FORM 1348-1A (ISU/MSI/DUO/DOR/A2X/A4X/SHP/A5J DOCUMENTS)

32B5.1. Overview. DD Form 1348-1A will be prepared as an auditable document to support asset movements during post-post operations. Prepare DD Form 1348-1A for all post-post issues (including MSI), shipments, transfers, and releases. Also prepare this form for repair cycle (XD/XF) due-outs. Ensure all documents for controlled items are annotated as applicable (classification and/or NWRM will be annotated in red ink). Hand receipts will also be created when applicable. **NOTE:** If Asset Management is available then document labels can be used for on-base movements.

32B5.1.1. Until more sophisticated tools are available, use either the fillable PDF version of DD Form 1348-1A available at: http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd13481a.pdf or equivalent local facsimile (e.g., Excel, Notepad, or Access).

32B5.2. ISU/MSI. Prepare ISU/MSI documents IAW Chapter 11, Attachment 11B-14. If the ERRCD of the item is XD/XF, enter DIFM in block C. Enter Post-Post in block BB and TEX 6 in position 51.

32B5.3. SHP/A2x/A4x/A5J. Prepare SHP/A2x/A4x/A5J documents IAW Chapter 15, attachment 15C-16. Ensure the following:

32B5.3.1. If a document number is not provided when a post-post shipment is required, the section/element or flight creating the DD Form 1348-1A obtains the next sequential number from the offline Supply Document Register maintained by Requirements.

32B5.3.2. Ensure that the security classification and controlled item code are annotated in block X.

32B5.3.3. If the source document contains a fund code in positions 52-53, and the MILSTRIP advice code in positions 65-66 is other than 2E, annotate REIMBURSABLE in block Y.

32B5.3.4. If the mode of transportation is other than consignee pickup, enter the national motor freight classification code in block L and the type cargo code in block G of the DD Form 1348-1A.

32B5.3.5. If applicable, enter MICAP in block C. When these entries are made, the appropriate MICAP identification will be entered in positions 62-64 of the output.

32B5.3.6. If applicable, enter additional information from the source document onto DD Form 1348-1A.

32B5.3.7. Sensitive Item Receipts. Create a sensitive item handling hand receipt when the item record contains a controlled item code of the following: A-H, K, L, O, S, T, Q, R, 1, 2, 3, 4, or $ (see part 2, chapter 15, attachment 15C-24 for the Hand Receipt format).

ATTACHMENT 32B-6

AFTER ACTION REPORT TEMPLATE

32B6.1. After Action Report Template.

MEMORANDUM FOR

FROM

SUBJECT: After-Action Report for Post-Post Exercise/End of Year Closeout (DATES)

1. **OBJECTIVE:** This report is provided IAW AFMAN 23-110, Volume 2, Part 2, to document the results of a Post-Post operation. The Post-Post operation was conducted [insert reason the Post-Post operation was declared].
2. **PRE-PLANNING STAGE:** Period between notification of system downtime and declaration of a post-post operation. Describe all significant actions leading up to the execution stage. Topics should include but are not limited to: base/unit notifications, Control Team preparation, listing/ data preparation, and internal/external communication.
3. **EXECUTION STAGE:** Period between declaration of post-post operation and recovery start. Describe all significant events occurring during the post-post operation. Topics should include but are not limited to: flat file preparation and quality control, interfaces (IMDS, CMOS, etc), and internal/external communication. Identify any lapse in mission support, problems associated with command and control, or other significant issues.
4. **RECOVERY STAGE:** Period between recovery start and full system availability. Describe all significant events occurring during recovery stage. Actions should include but are not limited to: terminal load problems, Control Team assembly, ES-S connectivity, internal/external communication issues. Include a summary of the type/number of post-post transactions that required processing, problems associated with command and control.
5. **REJECT ANALYSIS:** Include a summary of the number of transactions recovered, number of rejects received, and type of rejects received (an example is provided below). Provide specific details explaining reason the rejects occurred and source (responsible section) of the input.

Transaction Processed	Processed	Rejects	(#) Type reject	Reject Percentage
FIL	14	2	(1) 024, (1) 055	14%
ISU/MSI	27	4	(3) 431, (1) 290	14%
SPR	2	1	(1) 484	50%
REC	245	45	(27) 249, (18) 356	18%
TIN	154	15	(8) 249, (7) 261	10%
SHP	47	3	(1) 257, (2) 260	6%
Total	**489**	**70**		**14%**

6. **LESSONS LEARNED:** Use this area to address specific problems and record observations (both positive and negative) from the post-post operation. Note any training deficiencies or other problems that require management involvement.

7. **RECOMMENDATIONS:** Use this area to document recommendations (both operational and procedural) to enhance future post-post operations. These recommendations can be for base level, MAJCOM and/or GLSC. Recommendations will be reviewed by MAJCOM and included in HAF reporting.
8. **CONCLUSION:** Provide a short summary of the post-post operation. Include the Date/Time the post-post operation was declared, the duration of the operation (in hours/minutes), the Date/Time Recovery was initiated, and the duration of recovery (in hours/minutes).

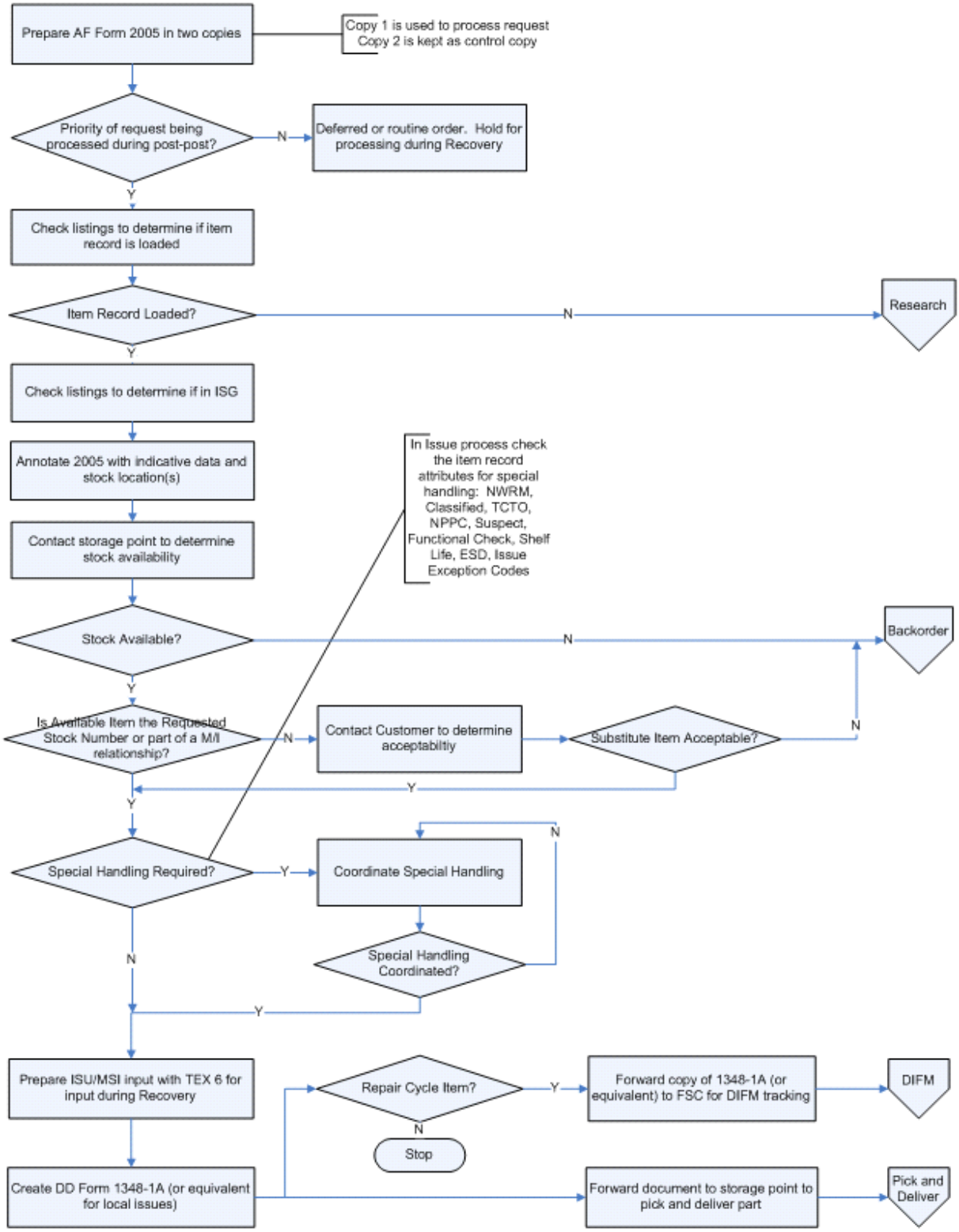
John Doe, MSgt, USAF

Position/Title

ATTACHMENT 32B-7

ISSUE PROCESS

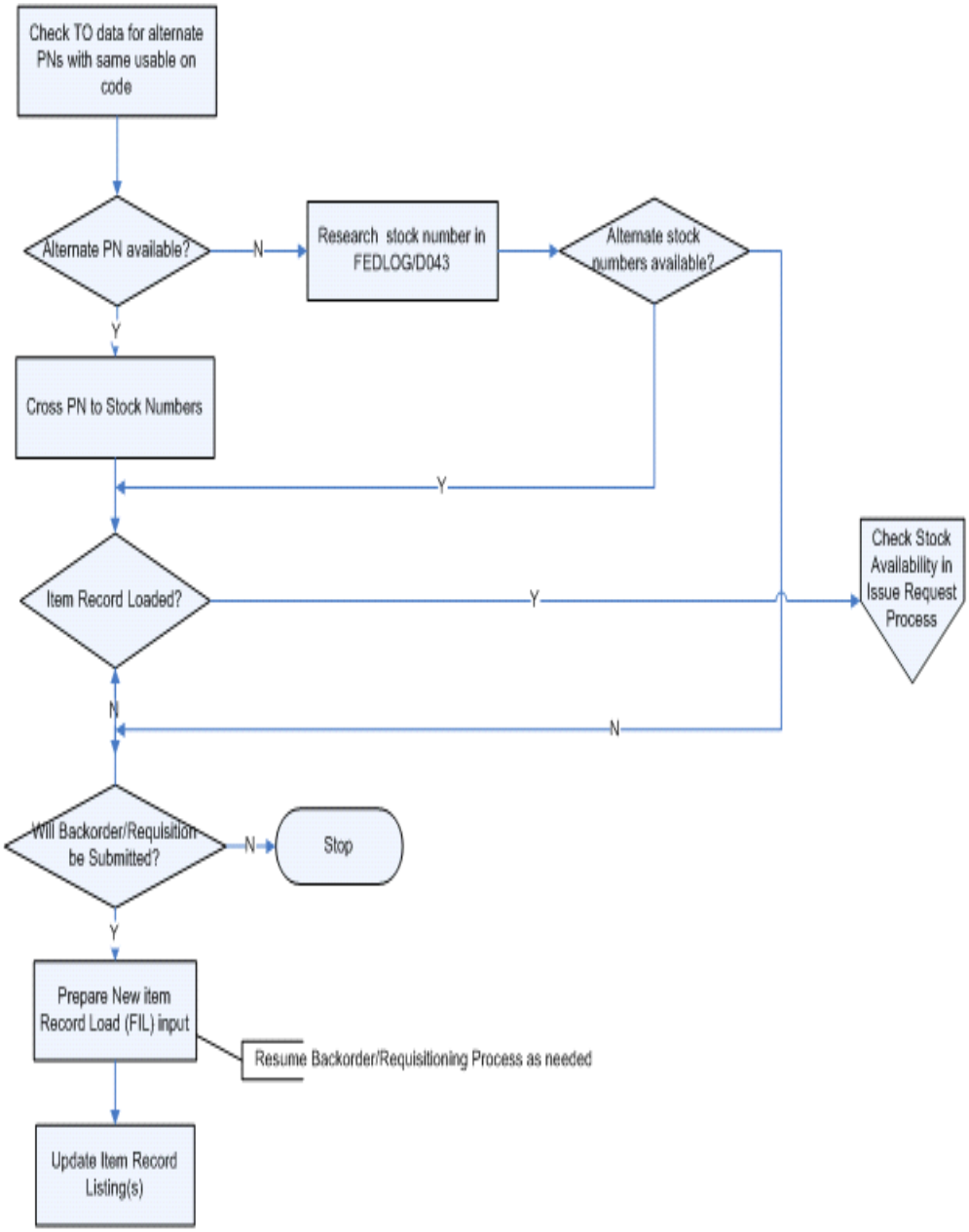
Figure 32B7.1. Issue Process.



ATTACHMENT 32B-8

RESEARCH

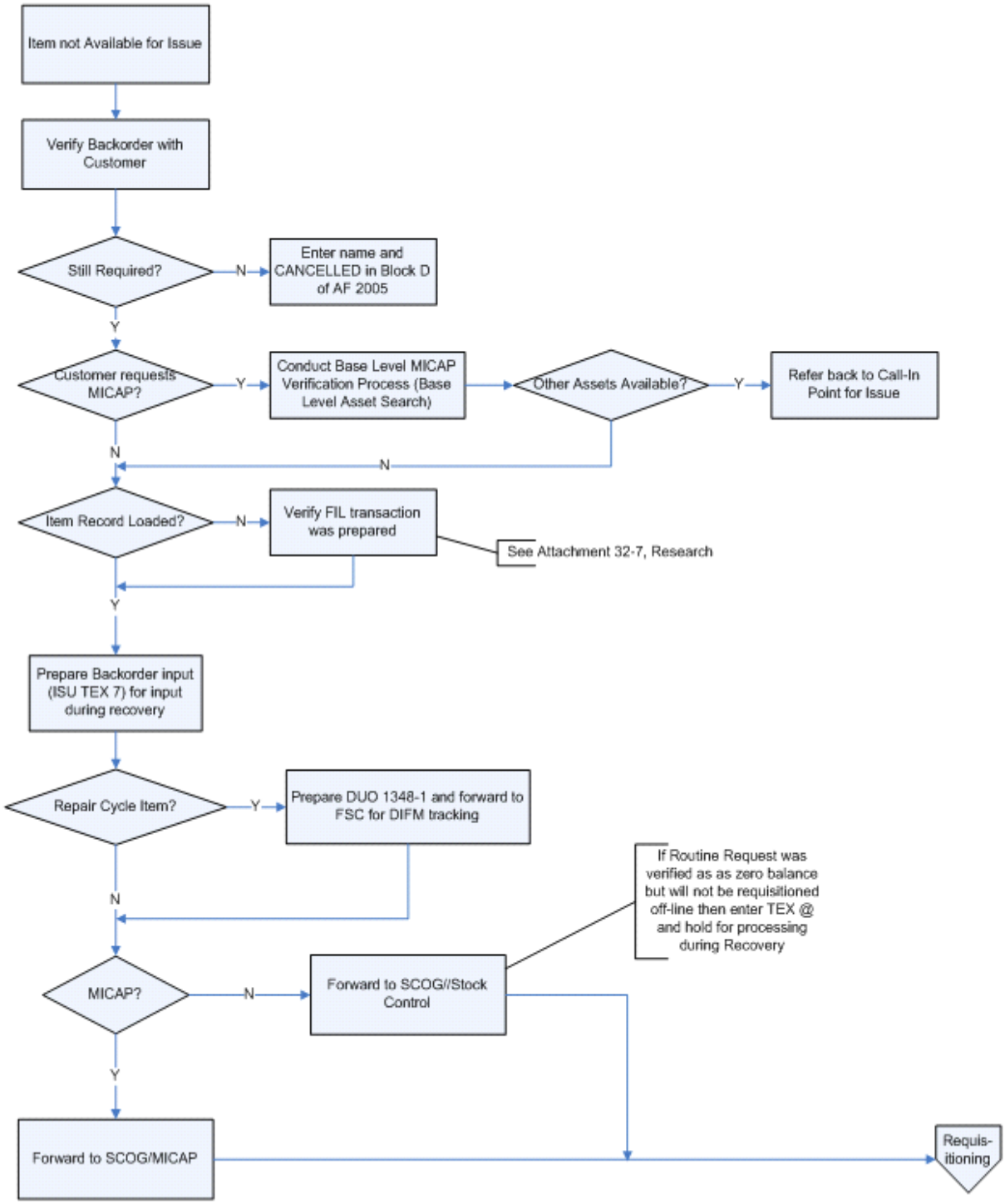
Figure 32B8.1. Research.



ATTACHMENT 32B-9

BACKORDER PROCESS

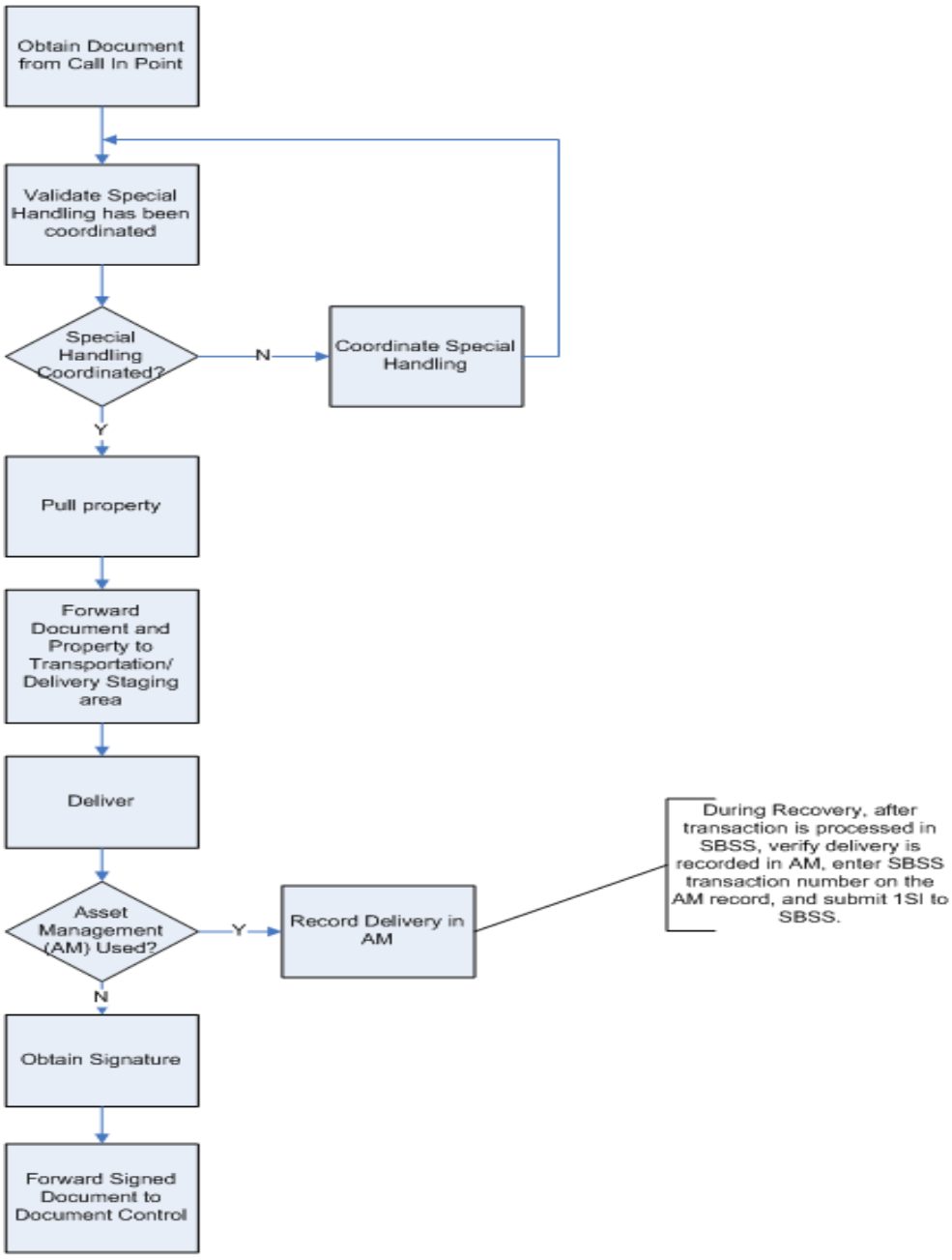
Figure 32B9.1. Backorder Process.



ATTACHMENT 32B-10

PICK AND DELIVER

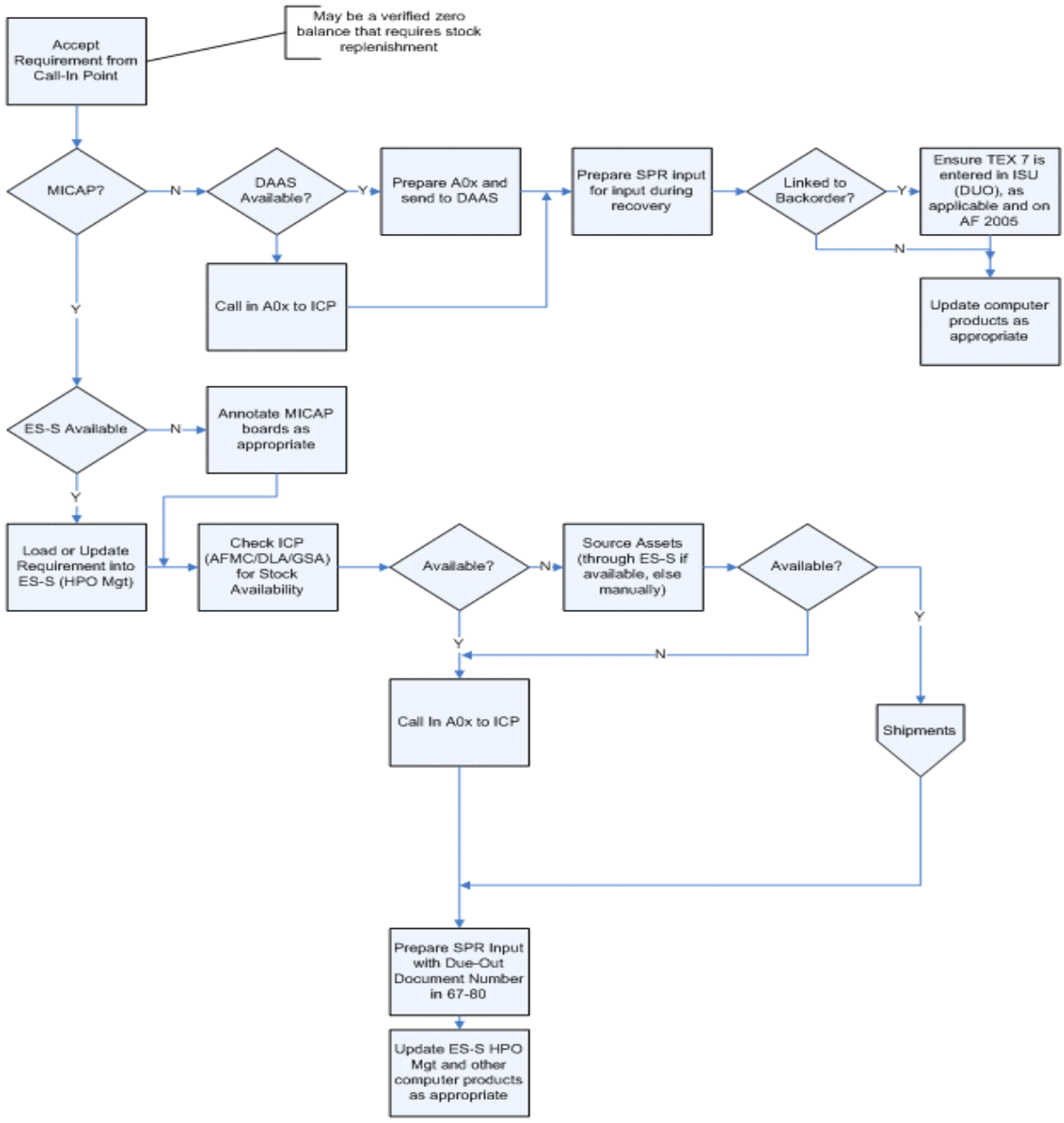
Figure 32B10.1. Research.



ATTACHMENT 32B-11

REQUISITIONING

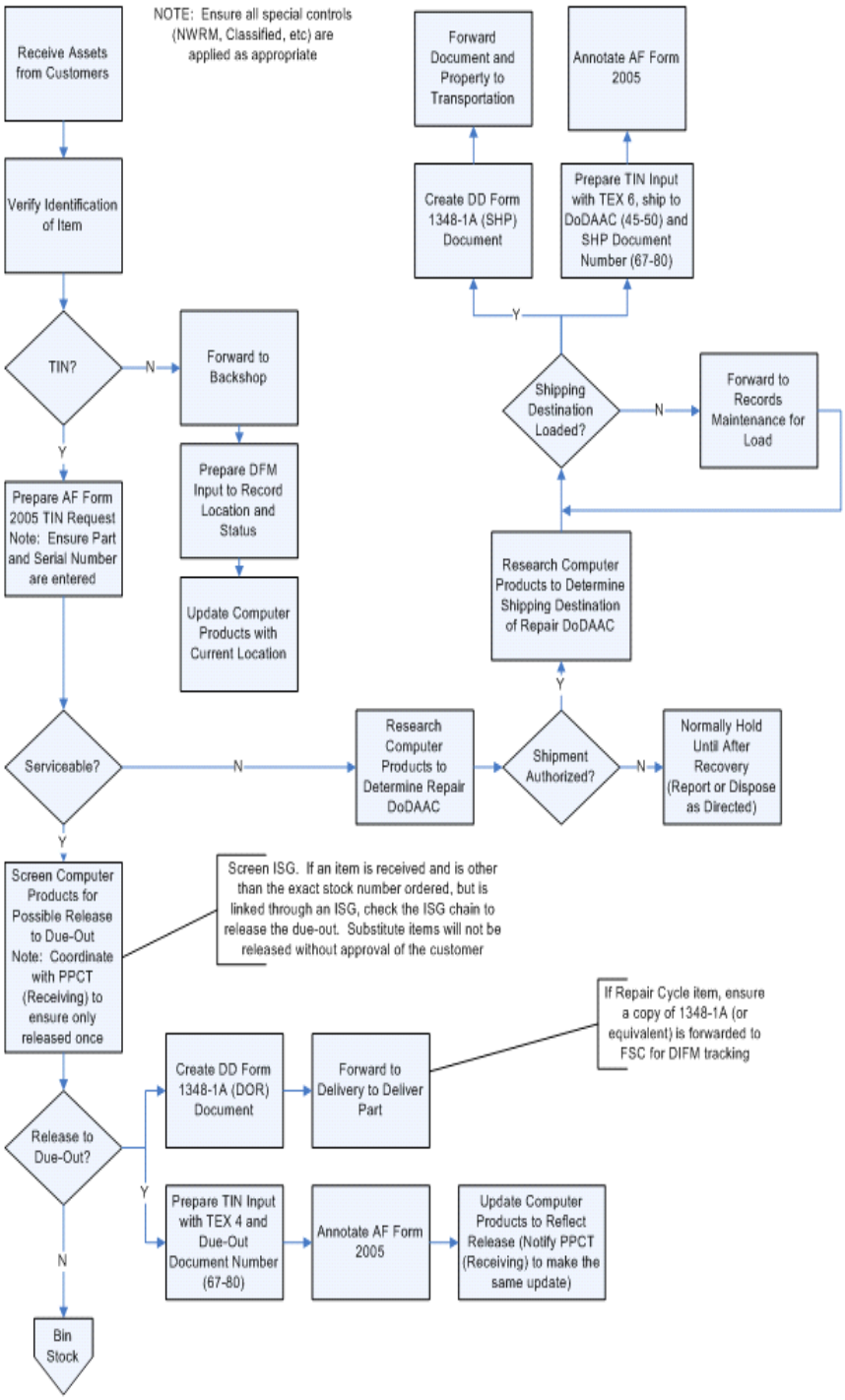
Figure 32B11.1. Requisitioning.



ATTACHMENT 32B-12

DIFM

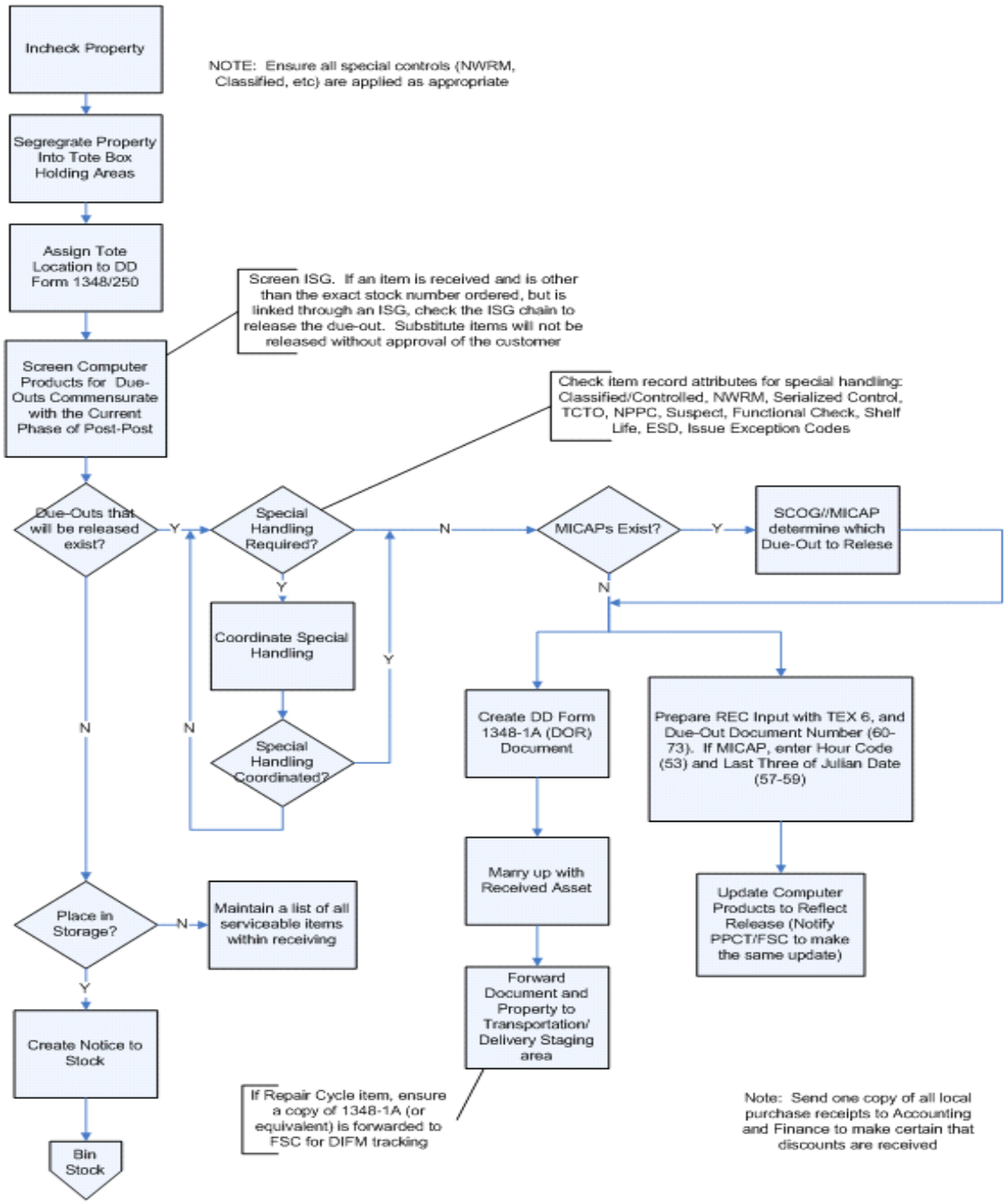
Figure 32B12.1. DIFM.



ATTACHMENT 32B-13

RECEIVING

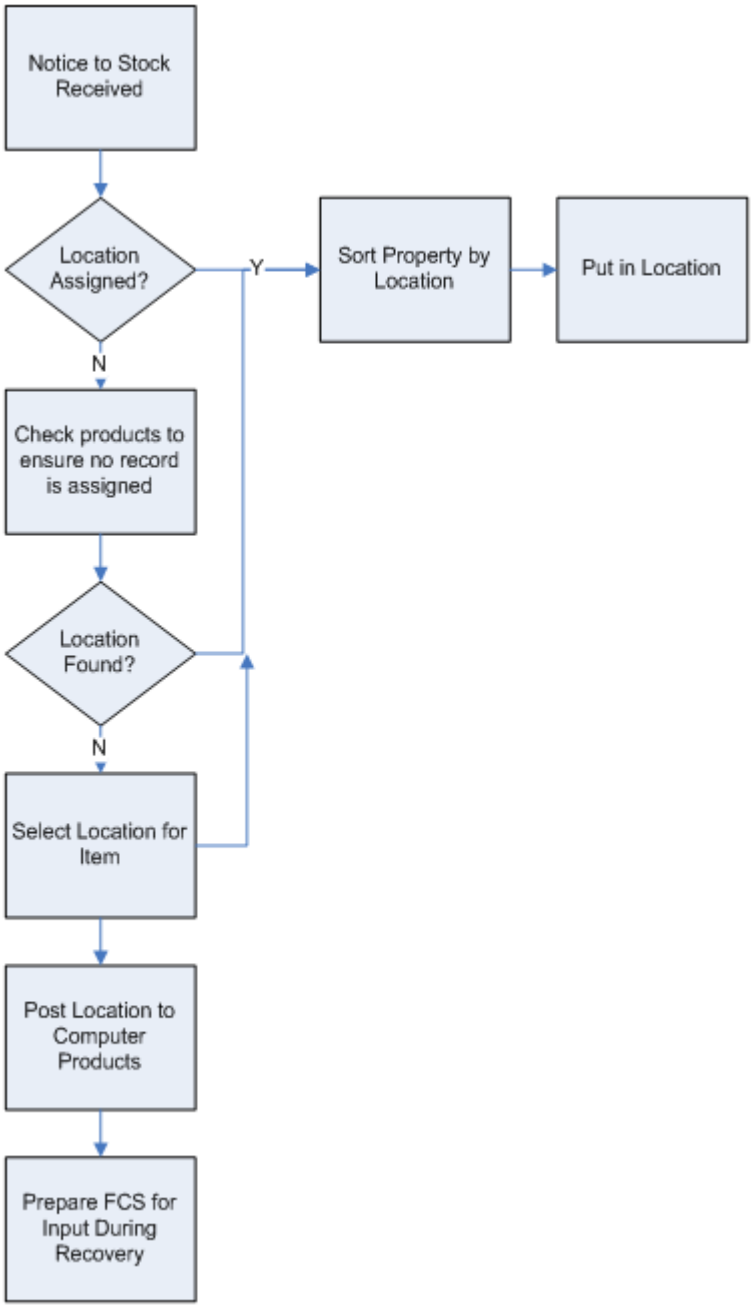
Figure 32B13.1. Receiving.



ATTACHMENT 32B-14

BIN STOCK

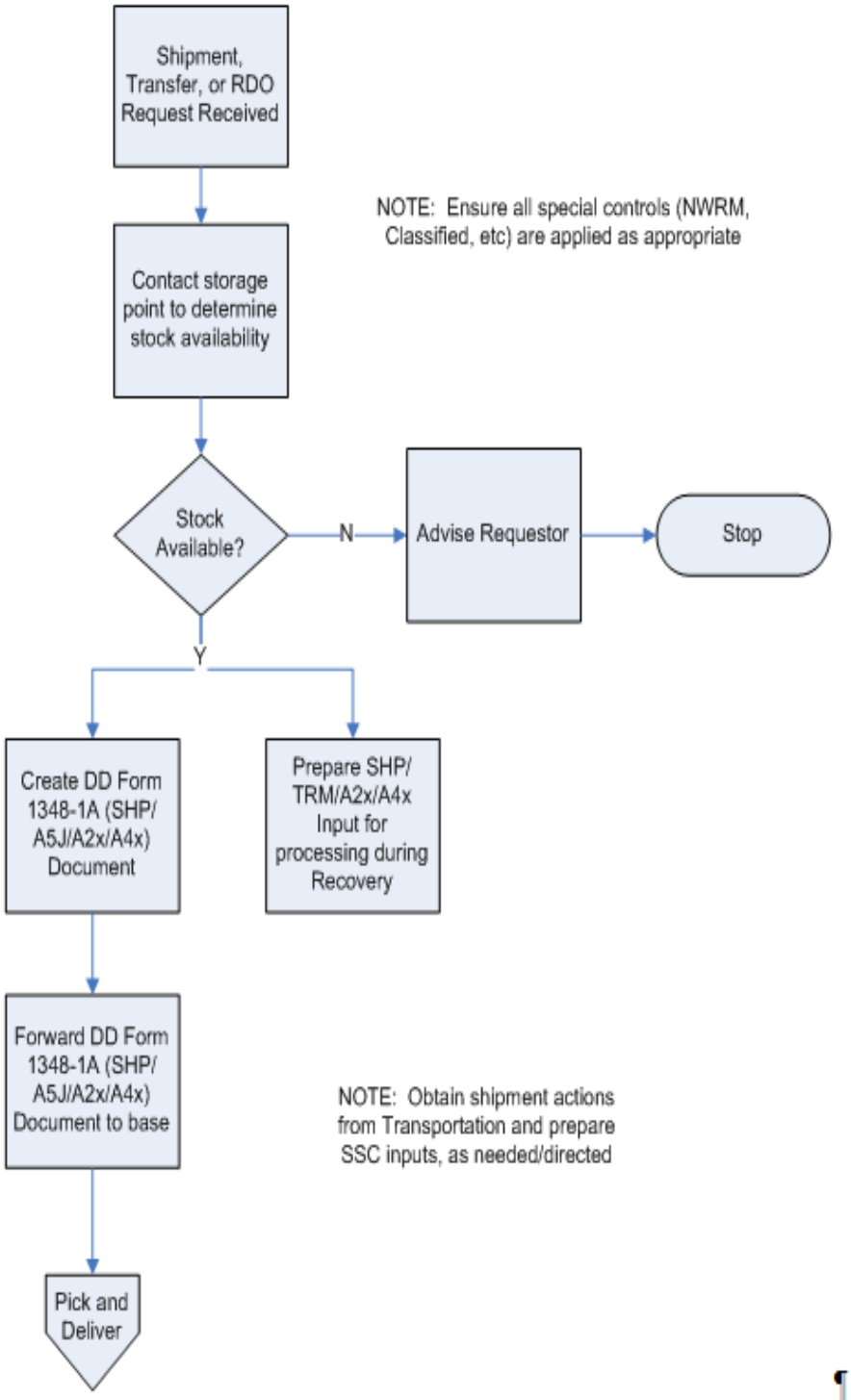
Figure 32B14.1. Bin Stock.



ATTACHMENT 32B-15

SHIPMENTS

Figure 32B15.1. Shipments.



ATTACHMENT 32C-1

WARTIME PROCESSING CODE ASSIGNMENT

32C1.1. Purpose. To assign codes for wartime processing.

32C1.2. Code Assignment Listing .

Table 32C1.1. Wartime Processing Code Assignment.

RPT		**CATEGORY**			
NO	TITLE	1	2	3	NOTES
1AQ	Delinquent Date Change	MAND	MAND	MAND	Note 7
1DQ	Delinquent Record Update	MAND	MAND	MAND	Note 7
1DS	Delinquent Source Document Inquiry	MAND	MAND	MAND	Note 7
D03	BCE Due-Out Status Listing	MAND	MAND	MAND	
D04	Daily Document Register	MAND	MAND	MAND	
D05	Unused				
D07	End-of-Day IMR and GLAC Update				Note 4
D08	Stock Fund MACR Report				Note 4
D10	Civil Engineer Materiel Punchout				Note 4
D11	PFMR/OCCR Update and Reconciliation				Note 4
D12	A&F End-of-Day, End-of-Month Punchout				Note 4
D13	Daily SRD Update	TERM	DLYD	DLYD	Note 2
D14	Daily Base Supply Management Report	MAND	MAND	MAND	
D15	Unused				
D17	Daily CSCS List				Note 4
D18	Priority Monitor Report	OPTL	OPTL	OPTL	
D19	AWP Validation Listing	MAND	MAND	MAND	
D20	Base Supply Surveillance Report	DLYD	DLYD	DLYD	
D21	Daily Weapons/COMSEC Reporting	MAND	MAND		
D22	Cost Accounting Systems List and Punch				Note 4
D23	Repair Cycle Asset Management List	MAND	MAND	MAND	
D24	Unused				
D25	Unused				
D26	Repairable Support Division (RSD) Summary Report				Note 2
D28	Daily RAMPS Report	MAND	MAND	MAND	
D29	LP and MILSTRAP Payment List				Note 4

D30	Unused				
D31	Two-Level Maintenance Metrics				
D32	Stock Fund FIA Code Listing				Note 4
D33	Unused				
D34	Unused				
D35	Wholesale Transaction Report	MAND	MAND	MAND	
D37	Consolidated History Merge	MAND	MAND	MAND	Note 7
D38	Daily Bin Labels	MAND	MAND	MAND	
D39	Unused				
M01	SF on Order, Intransit, and Payable List				Note 4
M02	Inventory Reconciliation				Note 4
M03	Organization Cost Center Report				Note 4
M04	Bench Stock Recommended Additions	DLYD	DYLD	NORM	
M05	PFMR Detail Billing List				Note 4
M06	Vehicle Asset Listing	DLYD	DLYD	DLYD	
M07	Major Appropriation Funded Investment				Note 4
M08	Monthly CSCS Stratification				Note 4
M09	BCE Due-Out Status Listing	TERM	TERM	TERM	
M10	Consolidated IAD Register	DLYD	DLYD	DLYD	
M11	Due-Out Shredout				Note 4
M12	A&F End-of-Month Punchout				Note 4
M13	Munitions Stock Scan	MAND	MAND	MAND	
M14	Stock Number Directory	DLYD	DLYD	DLYD	
M15	Hazardous Materiel Issue Report	OPTL	OPTL	OPTL	
M16	Shipment Loss Analysis	TERM	TERM	TERM	
M18	Unused				
M19	Consolidated Transaction Register	OPTL	OPTL	OPTL	
M20	Stock Fund Stratification Report	MAND	MAND	MAND	
M21	Part Number Directory	DLYD	DLYD	NORM	
M22	Unused				
M23	Inventory Accuracy Trends	TERM	TERM	TERM	
M24	Organization Effectiveness Report	DYLD	DLYD	DLYD	Note 5
M25	Unused				
M26	Unused				
M27	Unused				

M29	Stock Fund Obligated/Unobligated Due-Out Summary Report				Note 4
M30	Due-Out Validation	DLYD	DLYD	NORM	
M31	Unused				
M32	Monthly Base Supply Management Report	DLYD	DLYD	DLYD	Note 5
M33	Materiel Output Lists				Note 4
M34	Unused				
M35	Project Fund Management Reports				Note 4
M36	A&F Stock Fund Due-Out Reports				Note 4
M37	LP and MILSTRIP Research and Followup List				Note 4
M38	Unused				
M39	Unused				
M41	Vendor Followup Letter				Note 4
Q01	C-Factor Assignment	OPTL	OPTL	OPTL	Note 2
Q02	Zero Balance Stratification	TERM	TERM	NORM	
Q04	Repair Cycle Data List	MAND	MAND	MAND	
Q05	Routing Identifier Listing	MAND	MAND	MAND	
Q07	WRM Requirements	OPTL	NORM	Note 2	
Q08	Unused				
Q09	Allowance Source Code Listing	TERM	TERM	DLYD	
Q10	Equipment Out-of-Balance Listing	DLYD	DLYD	NORM	
Q11	Project Level Review	MAND	MAND	MAND	
Q12	Reconciliation Followup	TERM	TERM	TERM	
Q13	Supply Point Listing	OPTL	OPTL	NORM	
Q14	SRD Due-Out Summary	TERM	TERM	DLYD	
Q15	Stock States Scan	DLYD	DLYD	DLYD	
S01	Leveling Data Update	MAND	MAND	MAND	
S02	Transportation Packing Order Reconciliation	OPTL	OPTL	OPTL	
S03	Unused				
S04	Organization Bench Stock Listing	OPTL	OPTL	OPTL	
S05	MRSP Reconciliation	OPTL	OPTL	NORM	Note 2
S06	BSS Inventory	OPTL	OPTL	OPTL	
S07	WRM Authorization Processor	DLYD	DLYD	DLYD	
A01	SRD File Update	DLYD	DLYD	NORM	
A02	Prep Inventory Accuracy Records	MAND	MAND	MAND	

A03	ARMS Reconciliation	MAND	MAND	MAND	
R01	Priority Requirements Action List	OPTL	OPTL	OPTL	
R02	Interchangeable and Substitute Listing	MAND	MAND	MAND	
R03	Exception Phrase Listing	OPTL	OPTL	OPTL	
R04	Fund Requirement Update/Analysis	TERM	TERM	DLYD	
R05	Unused				
R06	OMB A-76 Cost Comparison	OPTL	OPTL	OPTL	
R07	WCDO/WRM Munitions List	OPTL	OPTL	OPTL	
R08	Shipping Destination Record Listing	OPTL	OPTL	OPTL	
R09	ISSL/NASSL Fill Rate Listing	OPTL	OPTL	OPTL	
R10	Print Manual Supply Accounting Record	OPTL	OPTL	OPTL	Note 1, 2
R11	Monetary Impact	TERM	TERM	TERM	
R12	Inventory Count	OPTL	OPTL	OPTL	
R13	Weapon System Mission Change/ Deactivation Program				
R14	Custodian Authorization/Custody	OPTL	OPTL	OPTL	
R16	Equipment Data Bank Dump	OPTL	OPTL	OPTL	
R17	Sample Inventory Count	OPTL	OPTL	OPTL	
R18	SBSS/LOGFAC Interface Report	OPTL	OPTL	OPTL	Note 1, 2
R20	WRM Availability Report	OPTL	OPTL	OPTL	
R21	MRSP/HPMSK Listing	OPTL	OPTL	OPTL	Note 2
R22	Conversion Audit List	OPTL	OPTL	OPTL	
R23	Consolidated Custody Receipt Listing	OPTL	OPTL	OPTL	
R24	Special Level Analysis	OPTL	OPTL	OPTL	
R25	SPRAM Report	OPTL	OPTL	OPTL	
R26	PC-ASM	OPTL	OPTL	OPTL	
R27	O&M Equipment Requirement	OPTL	OPTL	OPTL	
R28	Due-In Receipt	OPTL	OPTL	OPTL	
R29	Unused				
R30	CSMS RECON	OPTL	OPTL	OPTL	
R31	Due-Out Status Listing	OPTL	OPTL	OPTL	
R32	Selective Item Record Readout	OPTL	OPTL	OPTL	
R33	Unused				
R34	Special Spares Listing	OPTL	OPTL	OPTL	Note 1, 2
R35	Special Level Review	OPTL	OPTL	OPTL	
R36	Warehouse Location Validation	OPTL	OPTL	OPTL	

R37	SRD Demand Data Analysis	OPTL	OPTL	OPTL	
R38	Bin Labels	OPTL	OPTL	OPTL	
R39	OMB A-76 Investment Items	OPTL	OPTL	OPTL	
R40	Delinquent Shipping Listing	DLYD	DLYD	DLYD	
R42	WRM Shortages	OPTL	OPTL	OPTL	Note 1, 2
R43	Airborne Listing	OPTL	OPTL	OPTL	Note 1, 2
R44	Management Data Record Load	OPTL	OPTL	OPTL	
R45	MACR Factor Analysis	OPTL	OPTL	OPTL	
R46	Weapon/COMSEC Reconciliation	MAND	MAND	MAND	
R48	SRD Demand Data Tape Dump	DLYD	DLYD	DLYD	
R50	MSK Listing	OPTL	OPTL	OPTL	
R51	CEERS	DLYD	DLYD	DLYD	
R52	Non-Airborne Listing	OPTL	OPTL	OPTL	Note 1, 2
R53	Project Materiel List/Status Review	OPTL	OPTL	OPTL	
R54	Base WRM Review Listing	OPTL	OPTL	OPTL	Note 1, 2
R55	Unused				
R56	Unused				
R57	Unused				
R58	Unused				
R59	Delinquent Document List	MAND	MAND	MAND	Note 7
R60	Document Control Recovery	MAND	MAND	MAND	Note 7
R61	Unused				
R63	IRSP Asset List	OPTL	OPTL	OPTL	Note 1, 2
R64	Other Asset List	OPTL	OPTL	OPTL	
R65	SRD Demand Data Analysis/ Consolidation	OPTL	OPTL	OPTL	
R66	Automated Manual Accounting File	OPTL	OPTL	OPTL	
R69	Unused				
R70	Validation of WRM Details in 024/025 Set	OPTL	OPTL	OPTL	
R72	Consolidated Transaction History (CTH) Register	MAND	MAND	MAND	
003	TCTO Reconciliation	MAND	MAND	MAND	
003	Outstanding Requests for Cancellation	TERM	TERM	TERM	
003	Delinquent Document List	DLYD	DLYD	NORM	
003	Alpha SPC Review	TERM	TERM	DLYD	
003	Health Hazard/Radioactive Control	OPTL	OPTL	OPTL	
003	Organization Pre-Delete	OPTL	OPTL	NORM	

003	CA/CRL Signature Verification	OPTL	OPTL	NORM	
003	MRSP Due-Out	OPTL	OPTL	NORM	
003	TCTO Inspection	OPTL	OPTL	NORM	
003	Frozen Record Notice List	OPTL	OPTL	NORM	
003	Ammo Data List/AFMC Stock List Change List	DLYD	DLYD	NORM	
003	Delivery Destination List	OPTL	OPTL	NORM	
003	ACS 040/049 Shop	OPTL	OPTL	NORM	
003	Equipment In Stock	TERM	TERM	DLYD	
003	Special Requirements R	DLYD	DLYD	DLYD	
003	Validate Excess Exception Codes	DLYD	DLYD	DLYD	
024	Item/Repair Cycle Link Check	MAND	MAND	MAND	Note 6
027	Fail Safe	MAND	MAND	MAND	Note 6
028	Satellite Rehoming Download	OPTL	OPTL	OPTL	
030	Satellite Rehoming Upload	OPTL	OPTL	OPTL	
031	Change Stock Record Acct Nbr	OPTL	OPTL	OPTL	
032	Download Bypass Record Area	MAND	MAND	MAND	Note 6
033	Upload Bypass Record Area	MAND	MAND	MAND	Note 6
040	New Host/Bare Base Rcd Loader	OPTL	OPTL	OPTL	Note 6
041	Consolidated Transaction History Download/Delete	MAND	MAND	MAND	Note 7
042	Consolidated Transaction History Verification	MAND	MAND	MAND	Note 7
043	Consolidated Transaction History Upload	MAND	MAND	MAND	Note 7
061	103-Document-Nbr Cleanup	MAND	MAND	MAND	Note 6
065	SRD Demand Data Analysis Consolidation	OPTL	OPTL	OPTL	Note 2
068	Base Constants Load	OPTL	OPTL	OPTL	Note 6
070	Rehome Cleanup	OPTL	OPTL	OPTL	
071	Stock Number User Directory Reconciliation	DLYD	DLYD	DLYD	
073	1107 Mode Tape To SBLC Tape	OPTL	OPTL	OPTL	
075	Munitions Cleanup	OPTL	OPTL	OPTL	
O53	Unused				
O54	Unused				
O55	Daily Transaction Dump	OPTL	OPTL	NORM	
O56	Transaction History Merge	OPTL	OPTL	OPTL	

O57	Unused				
O58	Unused				
O63	Unused				
118	Rehome Part Number Records	OPTL	OPTL	OPTL	Note 2
158	Satellite Rehome Upload	OPTL	OPTL	OPTL	Note 2
163	Change Stock Record Account Number	OPTL	OPTL	OPTL	
DOD	Due-Out Conversion				Note 2, 4
271	Batch Inquiry	OPTL	OPTL	OPTL	
281	ADPS Utilization	MAND	MAND	MAND	
283	APDE Scheduler	MAND	MAND	MAND	
401	Shelf Life Control List	MAND	MAND	NORM	
402	Load Unit of Issue Conversion Record	OPTL	OPTL	NORM	
403	ISG Cleanup	OPTL	OPTL	NORM	
404	AFMC D097 ISG Update	MAND	MAND	MAND	
434	Mission Change (Data Load)	OPTL	OPTL	NORM	Note 2
436	Mission Change (Detail Change)	OPTL	OPTL	NORM	Note 2
446	CAMS/AMCMMIS D/I-D/O Update	OPTL	OPTL	NORM	
470	MSK/MRSP Deployment Transfer	OPTL	OPTL	NORM	Note 1, 2
530	AFMC ISSL Edit Load/Change/Delete	TERM	TERM	OPTL	
538	FSC/MMC	OPTL	OPTL	NORM	
544	Organization Code Shredout	OPTL	OPTL	NORM	
555	Multiple EAID File Change 3	OPTL	OPTL	NORM	
580	Mobility Equipment Deployment	OPTL	OPTL	NORM	
583	CIAPS Due-In Reconciliation	OPTL	OPTL	NORM	
586	Shipping Destination Record Cleanup	OPTL	OPTL	NORM	
587	Intra AF Base/Depot Reconciliation	TERM	TERM	TERM	
	MILSTAMP Tracer Reconciliation	TERM	TERM	TERM	
783	Update Document Control Images	MAND	MAND	MAND	Note 7
934	PFMR/OCCR Directory				Note 4
935	Foreign Currency Exchange Rate				Note 4
946	A&F End-of-Fiscal-Year Closeout				Note 2, 4

NOTES:

1. Mandatory for wartime/contingency execution.
2. As directed by MAJCOM only.
3. As directed by AFPEO/ ESC/HGGG only.
4. As directed by DFAS-DE 7077.10-M.

5. Must be processed quarterly at bases in wartime categories 1, 2, and 3.
6. SBSS ADS integrity processes will not be bypassed or downgraded; must be run as specified or as required to ensure continued operation.
7. Required when Consolidated Transaction History is implemented.

ATTACHMENT 32D-1

SBSS CONTINGENCY PROCESSING CHECKLIST

32D1.1. Purpose. To provide procedures for designing and activating a contingency management plan. Although this checklist may be of help during an actual contingency, its primary purpose is to provide a tool for drafting contingency plans IN ADVANCE OF actual need. Thus, this checklist should not be regarded as comprehensive nor used as a step-by-step flowchart.

32D1.2. Initial Actions .

32D1.2.1. Call together the contingency management team.

32D1.2.2. Activate the contingency plan.

32D1.2.3. Assess the computer damage and estimate the duration of the outage.

32D1.2.4. Activate phased Manual Accounting operations.

32D1.2.5. Make appropriate notifications to the following:

32D1.2.5.1. MAJCOM.

32D1.2.5.2. AFPEO/ESC/HGGG.

32D1.2.5.3. Satellite accounts.

32D1.2.5.4. Major customers.

32D1.2.5.5. Recovery backup site.

32D1.2.5.6. Sources of supply.

32D1.2.5.7. Communications squadron/group.

32D1.2.6. Determine replacement support equipment needs:

32D1.2.6.1. Microcomputers.

32D1.2.6.2. Terminal Printers.

32D1.2.6.3. Decollators.

32D1.2.6.4. Magnetic tapes.

32D1.2.7. Determine what portion of the base was destroyed.

32D1.2.7.1. Data base records.

32D1.2.7.2. Audit/IRU dump tapes.

32D1.2.7.3. In-line Input.

32D1.2.7.4. Output products.

32D1.2.8. Formulate a pre-post recovery plan to recreate lost data.

32D1.2.9. Schedule earliest available computer time from the recovery site.

32D1.2.9.1. Include an initial block of time for housekeeping and database recovery. Label tapes, prep disc packs, and affix end-of-reel markers.

32D1.2.9.2. Schedule follow-on blocks of processing times to cover transaction and report processing.

32D1.2.10. Request relief from recurring RCS reports for the duration of the computer outage.

32D1.2.11. Request a BAT Mobile.

32D1.2.12. Explain Manual Accounting phase to customers. Customers should be advised of input that will be accepted, and the level of support they can expect to receive.

32D1.2.13. Check the off-site storage safe to ensure that necessary materials are available.

32D1.3. Manpower Use .

32D1.3.1. Review manpower needs throughout the contingency.

32D1.3.2. Add to the work force as needed. Take into consideration the Manual Accounting phase implemented and, if a need is apparent, select one of the following ways to satisfy manpower needs:

32D1.3.2.1. Internal realignment of assigned personnel.

32D1.3.2.2. Recall of personnel from leave.

32D1.3.2.3. Use of trained personnel from other bases.

32D1.3.2.4. Use of over hires.

32D1.3.2.5. Use of overtime, dual shifts, or multiple shifts.

NOTES:

1. Supply personnel involved in contingency operations should have a validated government driver's license.
2. TDY orders for individuals traveling to the alternate processing site should include an additional weight allowance and should allow for variations.

32D1.4. Data Base Recovery .

32D1.4.1. Carefully assess the situation.

32D1.4.2. Develop a comprehensive recovery plan. The plan should be designed for an operation involving a minimum of two working shifts. Be sure to include the following in the recovery plan:

32D1.4.2.1. Processing sequence.

32D1.4.2.2. Parameter preparation.

32D1.4.2.3. Base constants and database area constants loads (program NGV068).

32D1.5. Document Reconstitution .

32D1.5.1. Establish a database reconstitution team.

32D1.5.2. Identify the transactions that were lost at the time of computer destruction. Once identified, these transactions must be reconstructed or reprocessed.

32D1.5.3. Locate documents processed on the date of computer destruction and forward them immediately to Document Control.

32D1.5.4. Match documents with DCC files provided by the recovery team.

32D1.5.5. Reprocess any documents, for which the following is true:

32D1.5.5.1. The transaction date is the same as the date of computer destruction.

32D1.5.5.2. The system audit tapes were destroyed.

32D1.5.5.3. DCC files were not produced.

32D1.5.6. Maintain integrity of the Demand Processing AF Form 2005 issue request control file. Protect the file, keep it separate by date, and make certain that copies are readable.

32D1.5.7. Request retransmit of all incoming supply DDN traffic from the communications switching center.

32D1.6. Manual Accounting Operations .

32D1.6.1. Begin with short term Manual Accounting and increase to long term manual accounting as capability develops. Proceed as follows once short term manual accounting has been initiated:

32D1.6.2. Plan a multiple shift operation for the Manual Accounting team (see **Section 32A** for team members' responsibilities). To make certain that fresh and alert personnel are always available and to minimize degraded input quality, the CT chief should allow adequate rest periods.

32D1.6.3. Make certain that all personnel are aware of the status of the operation, whether Manual Accounting or in-line. An orderly phase down from Manual Accounting to inline processing will make the transition easier and will allow ample time to notify those affected.

32D1.6.4. Limit the type of inquiries that can be run in order to continue essential operations. A list of the inquiries allowed should be published in the contingency plan.

32D1.6.5. Screen and sort incoming DDN traffic for priority and requisition cancellations status.

32D1.6.6. Eliminate nonessential reports.

32D1.6.7. Recycle Manual Accounting rejects prior to beginning the next cycle of Manual Accounting processing and before returning to inline operation.

32D1.6.8. Maintain centralized (as opposed to decentralized) reject control until contingency processing is terminated. This applies particularly when geographically separated processing is in effect (inline, Manual Accounting, or inline/Manual Accounting).

32D1.6.9. Take the following actions for stock replenishment:

32D1.6.9.1. Allow SBSS ADS processing time to perform requirements computation and generate stock replenishment requisitions.

32D1.6.9.2. Process the APP requirements routine to implement one-for-one stock replenishment for all issues, MSI, and unserviceable (NRTS) turn-ins.

32D1.6.9.3. Order demand level quantities for all zero balance items or order 20 percent of demand level for nonrepair cycle items every 10 days.

32D1.6.10. Compute stock replenishment on the following by means of an FRC for selective high or fast moving items:

32D1.6.10.1. MICAP items.

32D1.6.10.2. Quick Reference List items.

32D1.6.10.3. Maintenance top-20 problem items.

32D1.6.10.4. Stock Control problem items.

32D1.6.10.5. Critical items.

32D1.6.10.6. High DDR items.

32D1.6.11. Prioritize essential management products as follows:

32D1.6.11.1. D818--Daily Reject Listing (in NSN sequence with reject clear inputs).

32D1.6.11.2. D04--Daily Document Register (for DCC when feasible).

32D1.6.11.3. D18--Priority Monitor Report or urgency justification code (UJC) A/B due-out list. (See chapter 5, section 5B for output options.)

32D1.6.11.4. D23 Repair Cycle Asset Management Report. **NOTE**: Run the D23 in twilight or report mode and run the D818 in demand mode. The D04 and D18 will be run in report mode.

32D1.6.12. Request MAJCOM guidance for WRM/UNITREP reporting. Compute (estimate) fill percentages manually based on previous reports. Adjust media and status codes to minimize the volume of status to be provided by sources of supply. Consider eliminating manual funds control for Accounting and Finance materiel. Figure the average daily expenditure rate and load sufficient funds. If manual funds control is required, coordinate with the recovery site to load funds in PFMR as required.

32D1.6.12.1. Consider suspension of interfund billing.

32D1.6.12.2. Suppress creation of BNR/RNB.

32D1.6.12.3. Pay bills when received.

32D1.7. Satellite Operations .

32D1.7.1. Establish necessary satellite hook-up arrangements (Civil Engineer and Communications).

32D1.7.2. Identify necessary Communications (COMM) interface requirements for satellite hook-up.

32D1.7.3. Determine if modems are required.

32D1.7.4. Determine if dedicated line is required.

32D1.7.5. Preplan and coordinate with AMC transportation procedures for moving computer products.

32D1.7.6. Develop and incorporate DDN batch procedures. **NOTE**: Transmission delays and routing errors should be anticipated.

32D1.7.6.1. Transmit data in 500 record batches.

32D1.7.6.2. Create and transmit subbatches of not more than 50 records grouped by TRIC in processing sequence.

32D1.7.6.3. Prepare header/trailer record to indicate record count and to identify start and end of batch.

32D1.7.6.4. Number batches sequentially by day until the contingency is over to avoid confusion and loss of control.

32D1.7.6.5. Prepare multiple AAA header/trailer records to facilitate identification.

ATTACHMENT 32D-2

NONESSENTIAL REPORTS

32D2.1. Purpose. To identify nonessential reports that can be eliminated or modified during contingency periods to conserve processing time.

32D2.2. Daily Reports Based on 40,000 Transactions.

Table 32D2.1. Daily Reports Based on 40,000 Transactions.

REPORT	ACTION/REMARKS	TIME SAVED
D03--BCE Due-Out Status List	Eliminate/Obsolete	60 Minutes
D08--Stock Fund MACR Report	Eliminate/Obsolete	5 Minutes
D13--SRD Update	Eliminate/Use the 055 option later	0 Minutes
D14--Daily Base Supply Management Report only	Run the update option	15 Minutes
D16--Daily Equipment Management Report	Eliminate/Schedule a reconciliation with AFMC for later	35 Minutes
D19--AWP Validation List	Eliminate/Obsolete	15 Minutes
D20--Base Supply Surveillance Report	Eliminate/Obsolete	5 Minutes
D32--Stock Fund FIA Code List	Eliminate/Obsolete	60 Minutes

NOTE: Do not run other reports that are normally required once a month and could be accomplished manually (for example, M16 and M19).

32D2.3. Monthly Reports and Related Item . If monthly reports must be processed during a computer outage, they too would have to be considered for modification or elimination. To begin, eliminate all linkage checks. If you discover a database key/set error, contact the SBSS Control Center for corrective action or work-around procedures. Eliminating these checks will save 16 hours.

Table 32D2.2. Monthly Reports and Related Item.

REPORT	ACTIONS/REMARKS	TIME SAVED
M01--SF On Order, Intransit and Payable List	Run update option only(position 70 = S)/The list would be obsolete	2 Hours
M04--Bench Stock Recommended Additions	Eliminate/Schedule for later	2 Hours, 35 Minutes
M06--Vehicle Asset List	Eliminate/Obsolete	20 Minutes

M07--BCZ Investment Report	Eliminate/Merely shows current MACR status, no update involved	35 Minutes
M09--BCE D/O Status List	Eliminate/Can be run at any later time	2 Hours
M10--Consolidated IAD Register	Eliminate/Can be run next month with no loss of records	5 Minutes
M24--Organization Effectiveness Report	Eliminate/Will not hurt bypassing the update	45 Minutes
M30--Due-Out Validation	Eliminate/A listing, no update involved	75 Minutes
M35--Project Fund Management Report	Eliminate/Shows current PFMR position, no update involved	15 Minutes
M36--AF Stock Fund D/O List	Eliminate/Shows current dollar values; updates can be accomplished later with no loss of data	4 Hours, 40 Minutes
M37--LP Research and Followup List	Eliminate/Prints list and produces outputs, but can be run later or next month	25 Minutes